

A close-up portrait of a young girl with dark skin and hair, smiling broadly. Her eyes are bright and looking slightly upwards and to the right. She has a joyful expression, showing her teeth. The background is dark and out of focus.

EMPLOYMENT

PACK

Urban Community Projects Employment Pack

Who are we?

Urban Community Projects is a grassroots charity supporting and empowering people whatever the challenges they may be facing. We're here to make sure they get the best possible advice, support and have the resilience to overcome life's difficulties.

The crisis faced in impoverished communities especially among children and young people is real and it is urgent. Together, we are changing this. We're fighting to build stronger communities.

Our goals

To keep ourselves focused and on track, we've set out four key strategic aims:

- Foster innovation to meet the needs of vulnerable and excluded communities.
- Increase the skills and confidence of local communities and promote good mental health to more children and young we work with.
- Champion the voices of young people and parents to influence and build social cohesion.
- Build networks and partnerships to develop and deliver integrated services.

We empower people

We empower and give local people the tools to build stronger communities and resolve problems they are faced with are at the heart of everything we do. From our free online resources to our innovative youth engagement programmes, we transform the lives of people.

We support families

No one should suffer alone. Urban Community Projects has become a real advocate to parents and families providing, advice and support in benefits, debt, finding employment and so much more to secure the right help for them.

We campaign for change

We break the silence food poverty by speaking out to change attitudes and policies. Driven by the experiences of young people who run our Mobile Food Bank and local people who need the service, we campaign to build a society where everyone in food poverty gets fast and effective support.

We help professionals

Many professionals tell us they don't have the knowledge and training to understand how young people are feeling, spot problems or help if needed. Our training and consultancy work helps schools, organisations and professionals make a real difference to young people's lives in particular their health, mental state and their well-being.

Where we work:

Urban Community Projects is based close to Kings Cross in Central London, although as an organisation, we work actively on local housing estates across Camden.

Our address is:

Somers Town Community Association, 150 Ossulston Street, London NW1 1EE.

We are well served by public transport links: - Local mainline stations are London St Pancras and London Kings Cross. The nearest London Underground station is London Kings Cross (Northern, Victoria, Northern, Circle, Metropolitan Lines).

When we work:

Office hours are 10.00am - 5:00pm, with a one-hour unpaid lunch break.

Some of our employees work non-standard hours - this includes part-time staff and some of our team work on a sessional basis.

Urban Community Projects recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

Equal opportunities:

Urban Community Projects is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of Urban Community Projects staff to be willing and able to make a positive contribution to the promotion and implementation of Urban Community Projects' Equality and Diversity policy.

Safeguarding:

Urban Community Projects is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

Pre-employment checks:

Due to the nature of the work we do, before joining Urban Community Projects, the following checks are carried out:

Reference Check:

All job offers are conditional on the receipt of satisfactory references.

DBS Check:

We ask our employees to complete a Disclosure and Barring Service (Criminal Records Bureau) Check.

NB: A previous conviction will not necessarily prevent you from joining Urban Community Projects. Urban Community Projects is committed to treating all applicants and employees fairly.

Identity check: We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

When you join:

All new staff benefit from a full induction with both the Charity Director and the team, as well as our core training programme, ongoing support and personal development.

Probationary period:

All our posts are subject to an initial 6 month probationary period. This varies according to the length and type of the contract.

Holiday:

We work during school term times and run workshops and activities during school half terms and holidays. Holiday hours will be dependent on your employment contract. On average full time workers receive 20 days plus bank holidays and 5 days off for Christmas closure (pro-rated for part time).

Completing an Urban Community Projects Employee Application Form

If you have any questions about completing the application form/the application process, please contact us at info@urbancommunityprojects.org.uk

Before starting the application form please ensure you have read the job description and person specification and have visited our website to understand the work we do. You may either type directly onto the form or write in black pen to complete your application form.

Personal Details and Availability

Fill out this section making sure all details are correct.

Education and Qualifications

Ensure to include all relevant qualifications

Training

Please give details of any training courses you have completed.

Professional Bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Employment History and Reason for leaving

Please start with your current or most recent employer and give a brief description of your main responsibilities. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Statement of Suitability

Outline all relevant skills, experience and training appropriate to this post.

As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

References

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer of employment has been made. We will confirm this with you before we approach your referees. If there is a problem with this, then please contact us.

Declaration - Eligibility to work in the United Kingdom

You must be eligible to work in the UK.

Employee Application Form

1. Contact Details & Availability

Title:						
Full Name:						
Home Address:						
Post Code:						
Home Number:				Mobile Number:		
Date of Birth:						
NI No:						
Marital Status: (single, married, prefer not to say)						
E-Mail address:						
Availability	Mon	Tues	Wed	Thurs	Fri	Sat
(please tick)						

2. In case of an emergency details

Title:		
Full Name:		
Relationship to you:		
Home Address:		
Post Code:		
Mobile Number:		Work Number:
Email:		
Marital Status: (single, married, prefer not to say)		

3. Education and Qualifications

Start Date	End Date	Institute/Education	Grades/Qualification Obtained

4. Training

Name of professional body	Name of training course	Grade/Qualification Obtained

5. Professional Bodies

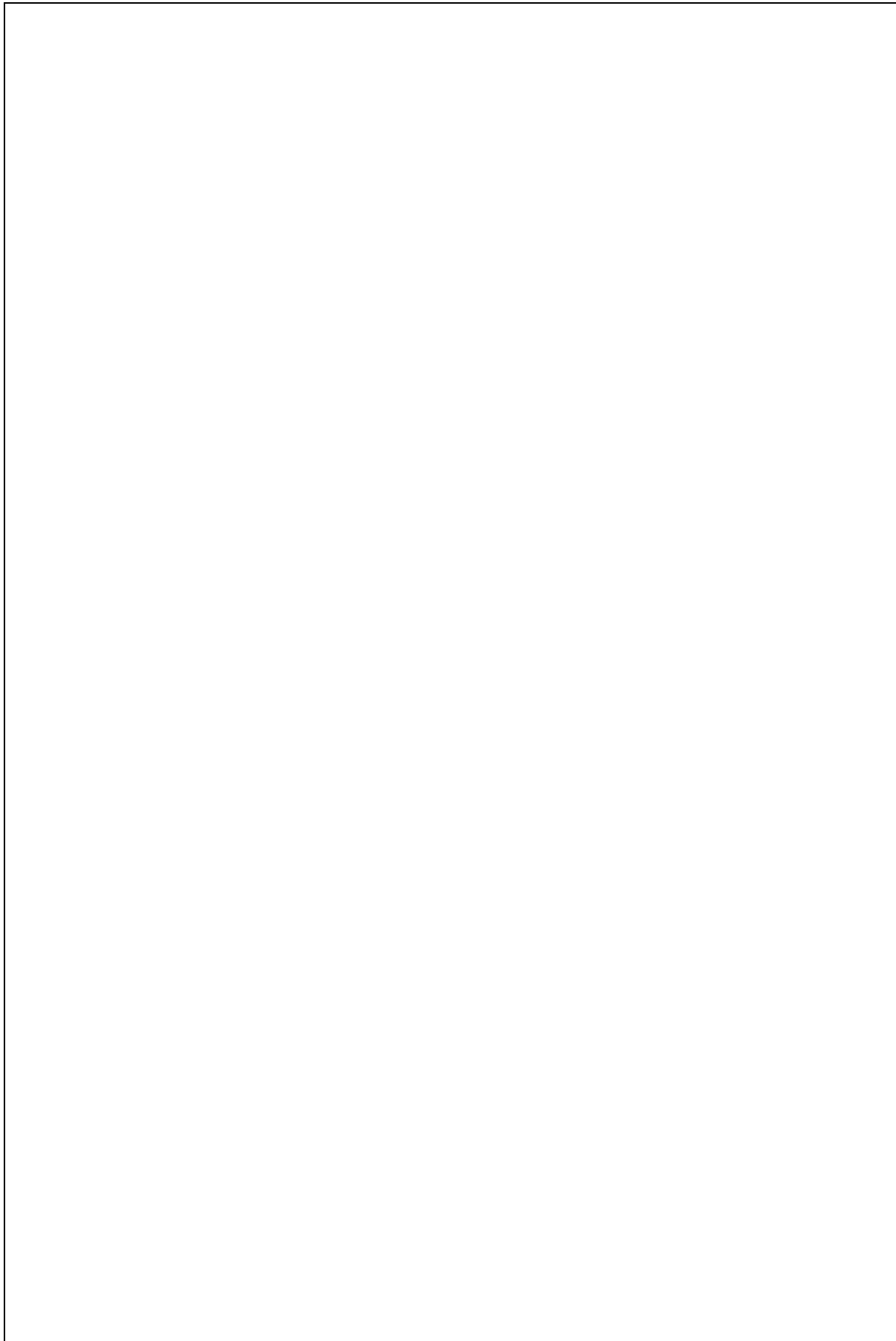
Name of professional body	Level of Membership

6. Employment History

Start date	End Date	Employer name & Address	Duties	Reason for leaving

7. Statement of Suitability

Outline all relevant skills, experience and training appropriate to this post set out in the person specification. Use additional A4 sheets if required.

A large, empty rectangular box with a thin black border, intended for the applicant to write their Statement of Suitability. The box occupies most of the page below the instructions.

8. Health & Welfare

Do you consider yourself to have a limiting long-term health condition or disability?

This is a physical or mental or learning disability that has a substantial and negative effect on your ability to do normal working activities.

Yes

No

Do you consider yourself to have a work limiting health Condition?

This is a health condition that has an impact on your ability to do normal working activities.

Yes

No

Any Other health & wellbeing Comments

This should include any dietary requirements we should be aware of; any medicines you are required to take or any other health related issue which could affect your ability to carry out your work.

9. Ethnic Monitoring

Tick one category that you feel best describes your ethnic origin, if you prefer not to give your ethnicity please tick here.

White - British		Arab - British	
White - Irish		Arab	
White - other		Black or Black British	
Mixed - White & Black Caribbean		Black or Black Caribbean	
Mixed - White & Black African		Black or Black African	
Mixed - White & Asian		Black Caribbean	
Mixed - Other		Black African	
Asian British - Indian		Chinese or Chinese British	
Asian British - Pakistani		Chinese	
Asian British - Bangladeshi		Gypsy, traveller or Roma	
Asian or Asian British - Other		Other (please state below)	

10. References

Full name:	Full name:
Company:	Company:
Contact email/number:	Contact email/number:

11. Declaration

Full name:	UCP Director full name:
Signature:	Signature:
Date:	Date:

Please return this form back to us as soon as possible via post to our registered business address below or by email to info@urbancommunityprojects.org.uk



URBAN COMMUNITY

PROJECTS IS A REGISTERED CHARITY: 1156156

INFO@URBANCOMMUNITYPROJECTS.ORG.UK