

Date as postmark

Dear Applicant.

**Re: Community Development Worker – based in Scarborough**

Thank you for showing interest in working for Yorkshire MESMAC. Enclosed are the job description, person specification, application form and equal opportunities monitoring form, which should be returned to us with your completed application form.

Also enclosed is some background information about Yorkshire MESMAC in the form of our Equal Opportunities Statement of Intent, our Disclosure Policy and latest copy of 'MESMAG'. More information can be found on our website at [www.mesmac.co.uk](http://www.mesmac.co.uk)

The closing date for all completed application forms is **noon on Tuesday 16<sup>th</sup> March**. If you have not heard from us by **Monday 22<sup>nd</sup>** please assume that we will not be taking your application any further on this occasion. This is less courteous than we would wish, however it is an attempt to keep our administration costs to a minimum.

Completed application forms should be returned to the Leeds site office. Electronic applications will be accepted but we will also need a signed paper copy of the application form.

Shortlisted candidates will be informed of the interview times; interviews are scheduled for the week beginning **22<sup>nd</sup> March**.

All that remains is for me to wish you luck in your application.

Yours sincerely,

Tom Doyle  
Director.

## **Yorkshire MESMAC - Job Description**

<b>Job title:</b>	Community Development Worker
<b>Organisation:</b>	Yorkshire MESMAC
<b>Responsible to:</b>	North Yorkshire Local Service Co-ordinator
<b>Salary:</b>	NJC Scale 6: £22, 221 (pro rata for part time hours)
<b>Pension:</b>	5% of gross salary paid into Stakeholder pension
<b>Hours:</b>	22.5 hours per week.
<b>Contract:</b>	Reviewed annually
<b>Base:</b>	Scarborough office. (Travel to other sites will be required)

### ***Overall Aim:***

To establish local community initiatives with gay and bisexual men, men who have sex with men and the wider LGBT community which explore felt needs in relation to safer sex and work towards meeting these needs.

### ***Prime Objectives:***

To undertake outreach work, covering the following target groups: gay and bisexual men, men who have sex with men, and the wider LGBT community, groups, areas /events where the above may go - assessing need in relation to the safer sex and sexual health of each target group.

To develop forums that meet the needs of these target groups.

To offer information to the target group in a variety of settings, including over the telephone, via the Internet and other media

### ***Organisational Relationships:***

Responsible to the North Yorkshire Local Service Co-ordinator for management and supervision.

### ***Main working contacts:***

North Yorkshire Local Service Co-ordinator, Operations Manager, Project Director, Community Development Workers, Sessional Workers, Finance/Admin staff, Yorkshire MESMAC Board of Trustees and volunteers.

***Main Responsibilities and Duties:***

The following list of duties provides a general outline of the work of the post holder and is not definitive. The post holder may be required to undertake other related duties as deemed appropriate by the Yorkshire MESMAC Board of Trustees and/or the Project Director:-

1. Through outreach work, to assess needs in relation to safer sex and sexual health of each target group.
2. To develop ways of working around perceived, felt and expressed needs of the target groups around safer sex, in conjunction with the North Yorkshire Local Service Co-ordinator, Operations Manager and Yorkshire MESMAC Community Development Workers.
3. To represent the project on relevant bodies and committees as identified by the North Yorkshire Local Service Co-ordinator, Operations Manager and/or Director
4. To assist in the development and distribution of health campaigns organised by the project and other agencies.
5. To attend meetings, as appropriate, of the Project's Board of Trustees and working groups
6. To provide relevant, accurate and accessible information to the target groups allowing them to make informed choices about their sexual health.
7. To develop a programme of outreach work, in conjunction with the Yorkshire MESMAC Community Development Workers, Sessional Outreach Workers, North Yorkshire Local Service Co-ordinator and Operations Manager.
8. To work with existing groups in the projects' localities to improve service delivery for the target groups.
9. To complete six-monthly reports on work.
10. To contribute to reports on the work of the Yorkshire MESMAC project in conjunction with Yorkshire MESMAC Community Development Workers and the North Yorkshire Local Service Co-ordinator.

11. To undertake any appropriate administrative duties identified by the Yorkshire MESMAC North Yorkshire Local Service Co-ordinator / Director.
12. To facilitate the establishment of groups to meet gaps in service provision.
13. To undertake appropriate training of self as required.
14. To take an active role in staff meetings and supervision.
15. To be responsible for the day to day up keep of the building.
16. To undertake any other duties which the Yorkshire MESMAC Board of Trustees deems to be appropriate to the Project's aims and commensurate with the post.
17. To be aware of Yorkshire MESMAC's Workers Code of Conduct and Equal Opportunities policies and to ensure these are reflected in all aspects of the work of the post holder.
18. To participate in research and evaluation programmes.

## Community Development Worker – Person Specification

Below we have outlined the skills and experiences that we are looking for from the post holder. Please remember that we can only shortlist on the strength of the information that you give us in your application form. **CV's will not be accepted.**

### ESSENTIAL

	Application form	Interview	Presentation
An experience of collecting and interpreting data	X		X
Personal experience of issues that affect LGBT communities	X	X	X
Experience of group work	X		X
An understanding and commitment to equal opportunities	X	X	X
Ability to maintain boundaries	X	X	X
The ability to write reports	X	X	
An understanding and commitment to Community Development	X	X	X
The ability to meet targets	X	X	
An ability to work on own initiative whilst using supervision constructively	X	X	
The ability to work in a team	X	X	X
Experience of networking with Gay groups	X	X	X
The ability to work in an inter agency approach	X	X	X
The ability to work with men from a wide range of backgrounds in a variety of settings	X	X	X
The ability to drive and access to a vehicle		X	
Experience of using word processing packages	X		

### DESIRABLE

	Application form	Interview	Presentation
Experience of outreach work	X	X	
Experience of establishing new groups	X	X	X
Experience of training	X	X	
Experience of developing education and health campaigns	X	X	X
Understanding of young people and youth work	X	X	

Understanding of the issues affecting people with learning disabilities	X	X	
Understanding of research methods	X	X	X
Ability to speak a community language other than English	X		





In the Job description and Person specification we have outlined the skills, and experience needed to do this job. Drawing on these, please outline what previous experience or training you have had that is relevant to these areas. (Maximum these 2 sheets plus 1 A4 continuation sheet.). Please use these headings as broadly as possible. Experience may have been gained in a variety of settings including paid work, voluntary work or working in the home. When describing your experience - paid or unpaid - please let us know for how long you were doing the activity mentioned. **CVs will not be accepted.**



What qualities will you bring to the post and to the organisation (use a separate sheet if necessary)

## REFERENCES

Please provide details of two referees one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to young people, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Email:		Email:
	Tel No.		Tel No.
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

Please return this form by **noon on Tuesday 16<sup>th</sup> March 2010**  
**TO: Admin Team - Yorkshire MESMAC, PO Box 417, Leeds LS1 5PN.**  
**admin@mesmac.co.uk**

Where did you see this post advertised?

## Yorkshire MESMAC Equal Opportunities – Statement of Intent

Yorkshire MESMAC recognises that groups and individuals in society are discriminated against in ways which affect their ability to participate on an equal basis with others at work and in all aspects of life. This discrimination conflicts with the aim of the organisation. These include challenging bias and stereotypes, identifying the causes of injustice and inequality and exploring possibilities for change.

In pursuit of these aims we are striving to become an equal opportunities employer and to ensure, as far as possible, that workers are recruited from all sections of the community. We aim to make the services which Yorkshire MESMAC offers relevant and accessible to everyone, and sensitive to differing individual needs. We aim to promote equal opportunities and anti oppressive practice in all aspects of our work and to ensure that Yorkshire employees, sessional staff, consultant staff, counselling staff, volunteers, Board of Trustees and service users employees, are not discriminated against because of their; gender, race, colour, nationality, ethnic origin, religious belief, philosophical belief, social class/caste, age, disability, political affiliations, HIV status, care responsibilities, marital status, as or sexual orientation.

Yorkshire MESMAC is committed to a programme of action to make this statement effective. This includes developing policies and practices in areas such as recruitment, selection and training of workers, resource and service provision, publicity and publications, work with other organisations, personal behaviour and development.

We are committed to reviewing our work regularly to ensure that progress is being made in these areas.

Yorkshire MESMAC believes that developing equal opportunities policies and practices will not only benefit individuals, but will also benefit and enrich the work of the whole organisation and society at large.

## ***Equal opportunities***

Applicants for jobs will not be unfairly discriminated against because of their; gender, race, colour, nationality, ethnic origin, religious belief, philosophical belief, social class/caste, age, disability, political affiliations, HIV status, care responsibilities, marital status, or sexual orientation.

Please fill in this form and return it together with your completed application.

*This form is purely to monitor our equal opportunities policies. It will not be used to assess your suitability for the post. This form will be detached from your application and members of the interview panel will not have access to the information until after short listing. All the information will be treated in the strictest confidence; none of your details will be passed to any other agency.*

## ***For disabled candidates only***

*To help us decide whether a reasonable adjustment will be required, please answer the following questions.*

*Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to continue with your application as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.*

*If called for interview, does your impairment require us to make any particular arrangements? If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.*

**P.T.O.**



# Yorkshire MESMAC

## ***Criminal convictions.***

*Applications from ex-offenders for this vacancy are welcomed and will be considered on their merit. Convictions which are irrelevant to the job, and offences for which there is no heterosexual equivalent will not be taken into consideration.*

*The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, INCLUDING those that would otherwise be considered 'spent'.*

*Please read the notes below before answering the following question.*

## **Do you have any criminal convictions?**

- *If you have answered yes to the question concerning criminal convictions please supply on a separate sheet of paper in a separate sealed envelope details of the date(s), offence(s) and sentence(s) passed.*
- *The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 1998, and will be used for determining your application for this position.*
- *The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*
- *The interview panel Chair and /or Director will view information supplied only after a decision to appoint has been made. If you are unsuccessful at this stage, the envelope will not be opened and will be returned to you intact.*
- *Disclosure of a conviction does not debar applicants from consideration. The offence will only be taken into account if it is considered to be one, which would make the applicant unsuitable for the type of work to be done.*
- *Convictions which are 'spent' by virtue of the Rehabilitation of Offenders Act 1974 (as amended) need also to be disclosed as this position is subject to an Enhanced CRB check.*