Vacancy Information Pack

**Position: Community Fundraiser**

Please apply using a Hospice Application Form (included in this pack)

**GRADE/SALARY:** Band 4, £21,538 - £24,305 per annum

**HOURS:** Full Time – 37.50 hours per week

**TENURE**: Permanent

**CLOSING DATE:** 12pm on 11th December 2019

**INTERVIEWS:**  Tuesday 17th December 2019

**This post requires the post holder to have a criminal records check at Basic level. An application will be made to Disclosure Scotland and deemed satisfactory before they can begin in post. A joint application will be made which the Hospice will pay for.**

We want to ensure that as much of our resources as possible go towards supporting people with a terminal illness and therefore we do not normally contact unsuccessful applicants individually. If you have not heard from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles. Thank you for your interest in this vacancy and in working for St. Columba’s Hospice

Dear Job Applicant

**Appointment of Community Fundraiser**

Thank you for your enquiry about the above post. I enclose:

* further particulars about the post and the Hospice, which may be of help to you;
* details of the principal terms and conditions of service;
* an application form; and
* an equal opportunities monitoring form.

If you wish to apply would you please complete both the application form and the monitoring form and return these by the closing date indicated in the information enclosed.

The Hospice treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Hospice's Job Applicant Privacy Notice, a copy of which can be viewed on the Hospice website www.stcolumbashospice.org.uk.

Yours sincerely

Nick Dey

HR Manager

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**VACANCY**

In 2018/19 St. Columba's Hospice had 426 admissions to our Inpatient Unit, 1037 attendances to out Day Therapies Service and 583 new patients admitted to our Community Palliative Care Service all of which is free at the point of need. We have an exceptional clinical environment and are committed to delivering the highest quality care to patients and support to their families. Our patients face a range of conditions, including cancer, respiratory disease, heart failure and MND. We currently have a full-time vacancy to join our dedicated fundraising team:

**Community Fundraiser**

**Band 4 - £21,884 - £24,305 + unsocial hours’ enhancement + pension**

**Full-time - 37.5 hours per week**

The Community Fundraiser role is a fantastic opportunity for a motivated individual to continue to develop the opportunities for community support for St Columba’s Hospice throughout Edinburgh and East Lothian. This is a new role and is an expansion of the community team in response to increased community activity. This role will support the delivery of income through community activities and initiatives, as well as supporting voluntary groups such as tin collectors, speakers and action groups. The post holder will engage and inspire those based in our local Edinburgh and East Lothian community to help our cause and will maintain and develop these relationships.

St Columba’s Hospice is an independent Scottish Charity - a diverse and committed workforce with 225 staff and over 630 volunteers. We provide specialist care and support to people from the age of 16 with terminal conditions across Edinburgh and the Lothians. Last year, we made a difference to the lives of over 1100 people.

The successful candidate will have experience of providing great customer service, be confident in relationship building, good at multi-tasking and able to prioritise a varied workload. If you want to join our team and help us make a difference to the local community we would love to hear from you.

For an informal discussion about the role please contact Lianne Pryde, Senior Fundraising Manager, on: 0131 551 1381.

**For an application form and job description, visit our website at www.stcolumbashospice.org.uk alternatively call 0131 551 7722 or by email** [**hr@stcolumbashospice.org.uk**](mailto:hr@stcolumbashospice.org.uk)

**CLOSING DATE: 12pm on 11th December 2019**

**INTERVIEWS: Tuesday 17th December 2019**

*Scottish Charity No SC003634*

**ST. COLUMBA’S HOSPICE**

**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Community Fundraiser  Responsible to: Senior Fundraising Manager  Band: 4  Department(s): Fundraising  Job Reference: STC-FUN-007  No of Job Holders: 1  Last Update (insert date): 25th November 2019 |

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| 2. JOB PURPOSE |
| The Community Fundraiser is responsible for assisting with the organisation and delivery of community fundraising activities and initiatives across Edinburgh and East Lothian, working alongside the rest of the fundraising team to reach an annual voluntary income target of nearly £4 million (including legacy gifts). |

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| **3. DIMENSIONS** |
| Working as part of the Fundraising Team and supporting the delivery of fundraising objectives, this role will involve verbal and written communication to existing and prospective donors, information/maintaining an accurate donor database; responsibility for planning, organising and reviewing community activities and initiatives, dealing with public enquiries, working with staff, volunteers, donors and supporters. There will also be some contact with relatives and patients.    Occasional requirement to work weekends and evenings in order to support events and community talks and fundraisers. |

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| 4. ORGANISATIONAL POSITION |
| Fundraising Director  Legacies, major gifts, and overall strategy  Shops Operations Manager  All shops and retail activity  Senior Fundraising Manager  Individual giving, community, events, trusts, corporate, trading, admin and database  PR and Comms Manager  PR, comms and design    Trust Fundraiser  Grants, trusts  and foundations  Deputy Shops Manager  Individual Giving Fundraiser  Tribute funds, individual gifts, appeals  Fundraising Events Manager  All indoor and outdoor fundraising events  Community Fundraiser x 1.5  Tins, buckets, speakers, schools, churches etc  Shop Managers  X 8  Corporate Fundraiser  COTY, sponsorship and corp vols    Fundraising  Assistant  General support across the whole team  PR Assistant  Supports PR, comms and design  Database Officer  Income batching, income reporting, reconciliation with Finance.  Trading Coordinator  Trading goods |

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| 5. ROLE OF DEPARTMENT |
| The Hospice aims to provide a high standard of specialist palliative care to patients with advanced progressive diseases for whom there is no cure.  Through a multidisciplinary approach the focus of care is based on meeting the physical, psychological, spiritual and social needs of the patient, and their loved ones.  The Hospice aims to provide the best quality of life for each individual patient as well as supporting those important to them.    The Hospice service consists of:          30 in-patient beds over 2 wards          A Day Therapies Service          A Community Palliative Care Service working across our community  The voluntary income Fundraising target in 2019/20 is nearly £4 million (including legacies). The  Department must maximise voluntary income streams through development, promotion and management of fundraising initiatives.  Supplemented with approximately 22% funding from NHS Lothian, this voluntary income enables the Hospice to provide its specialist palliative care services to the patients and their families free of charge at point of need. |
| 6. KEY RESULT AREAS |
| 1. Act as a first point of contact for community fundraising enquiries, including tin collectors, community groups and individual supporters organising their own fundraisers or schools either by email, phone or in person and ensure all enquiries are acted upon within the requisite timescales. 2. Manage and inspire volunteer tin collectors and speakers to aid community activity. Ensuring timely communication and maintaining relationships. 3. Assist with the development and delivery of designated aspects of the programme of community fundraising activities and campaigns, including content design for literature, publications and website and process and procedure implementation. 4. Provide guidance and support for individuals who are raising funds in aid of the Hospice by organising their own event by supporting their fundraising activities, preparing fundraising packs, drafting correspondence, providing fundraising materials etc 5. Ensure all external activities are warmly recognised, acknowledged and thanked. 6. Speak to community groups about the work of the Hospice while delivering key fundraising messages. 7. Arrange bucket collections in Edinburgh and East Lothian, obtaining appropriate licences and permissions and organising volunteer collectors 8. Ensure all fundraising activities, for example Hospice events and appeals are well-promoted to the community audience. 9. Initiate and develop relationships with schools and youth clubs and engage them in fundraising activities. 10. Work with fundraising volunteers to ensure their support is fully utilised for maximum benefit 11. To create supporter groups across Edinburgh and East Lothian and support their fundraising 12. Giving tours of the Hospice to groups of various sizes. 13. Initiate and research ideas for new activities and community events in Edinburgh and East Lothian. 14. Maintain accurate records and information on supporter’s activity on our database and ensure compliance with data protection regulations at all times. 15. Work closely with all staff in Fundraising, other departments and others external to the Hospice 16. Assist with administration, including database input and updating, mail merging in Microsoft word and Raiser’s Edge, thank you letters, requests for donations, adding/editing information to excel spreadsheets, recording of planning and procedures 17. Be involved in annual income budget setting and provide update reports on activity and income at the required times. 18. Provide PR and Communications team with stories and relevant news items for the newsletter and website.   Other  This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake other duties that are within the post holder's skills and abilities whenever reasonably instructed by the Senior Fundraising Manager. The job description will be reviewed from time to time in order to adapt and develop the role according to service needs and Hospice policies. |

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| 7a. EQUIPMENT AND MACHINERY |
| Use of computer, voicemail, keyboard, calculator, general office equipment (photocopier, guillotine, franking machine, printers, scanner, laminator), digital camera (at events, cheque presentations etc. for publication in newsletters etc).  This role will involve the transportation of self and equipment, using own transport, from one site to  another on a daily basis - for example taking equipment and supplies to and from fundraising events.  Use of trolley for physical handling of boxes. |
| **7b. SYSTEMS** |
| * Responsible for making recommendations regarding effective use of the Raiser’s Edge database * Developing and implementing accurate and appropriate recording systems, and accessing stored information as and when required, on the Fundraising shared folder and on Raiser’s Edge. * Responsible for communications by email and letter, using packages such as MS word, powerpoint, outlook, excel, publisher. * Taking details for credit card booking for events. * Accurate inputting and updating of the data in Raiser’s Edge. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Work comes from:   * The Senior Fundraising Manager : allocation of tasks for events * The Director of Fundraising * Other fundraising team members * Supporters and volunteers whether by email, on the telephone or in person, e.g receiving of donations   Work goes to:   * Requirement to manage own work load, with guidance given by the Senior Fundraising Manager. * May delegate appropriate work to fundraising assistant and volunteers, overseeing as appropriate. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will be responsible for day to day decisions about managing own workload and will take decisions regarding delegating tasks.  Problem Solving e.g. resolving occasional complaints |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Dealing with a wide variety of differing tasks, with competing deadlines * Frequent interruptions to work by telephone calls or donors in person * Dealing with bereaved relatives, either in person or on the phone * Delivering presentations to varied audiences * Training volunteers to undertake specific tasks and managing their output |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communication is both verbal and written to a mix of internal and external contacts who may or may not be familiar with the work of the Hospice and/or Fundraising Department.  Internal Communications and Relationships:   * Fundraising Department staff: sharing information, work practices, covering roles in times of absence * Hospice Finance and Administration Department: Liaise over payments and bookings for events and participant’s sponsorship income * Hospice Volunteer Department: liaising on volunteer issues * Hospice Departments: liaising with staff in all other departments as required e.g. for Newsletter articles * Hospice Volunteers: building relationships and motivating fundraising volunteers, demonstrating work tasks * Hospice Volunteer Groups: support by way of administration, and organisation groups   External Communications and Relationships   * Members of public: Direct contact and indirect (via website, newsletter, media coverage etc.) in order to raise awareness of the work of the Hospice, promote fundraising initiatives, donations and sponsorship and maintain high profile of the Hospice. * External Groups: Giving site tours to community groups, schools and other organisations to promote awareness and understanding. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills:** standard keyboard skills, at fast pace, with accuracy required on a daily basis;  Transporting self and equipment, using own transport, from one site to another on a daily basis - for example taking equipment and supplies to and from fundraising information stalls/events.  **Physical Effort:** Regular lifting/carrying boxes, equipment for community events and promotion set up.  **Mental Effort:**  Interruptions occur during the day-to-day activities both in the office on daily basis, and out in the community frequently.  Meeting conflicting deadlines  Going from meeting to meeting and have the mental agility to jump from one to the next  Concentration required to ensure accuracy in producing reports, materials and data input  During major events the process from set-up to completion of the event involves long periods of constant work e.g day long or evening events  **Emotional Effort:**  Involved with members of the public who may be distressed, upset or angry, when receiving donations or potentially complaining about a fundraising activity  Involved in resolving conflict situations of a minor nature, e.g members of the public calling to complain re customer care.  **Environmental Demands:**  The post is not wholly office bound, and the Community Fundraiser will be required to transport self and equipment, using own transport, from one site to another - for example attending a community talk and then moving onto a meeting across Edinburgh and East Lothian. Frequent time spent in the community will be expected.  Travelling between different locations or premises is required to fulfil appointments and attend events irrespective of weather conditions. Some fundraising activities will be outdoors. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to SCQF level 7 e.g. HNC or SVQ3 standard (or equivalent), with excellent standard of literacy and numeracy * Experience in using software packages including Microsoft word, Excel, PowerPoint, Publisher and databases (knowledge of Raiser’s Edge fundraising database advantageous but not essential). * Working in office based support role dealing with variety of tasks. * Previous Fundraising and/or customer service experience would be advantageous * Ability to create and deliver presentations (using MS PowerPoint) to a range of audiences. * Good organisation and prioritising skills * Ability to communicate sometimes complex information effectively and accurately using the appropriate communication tools. * Good interpersonal and customer service skills * Accuracy and attention to detail * Skills/experience in project planning * Research skills * Experience of understanding and analysing financial information * Ability to solve problems and deal with queries which require a proactive and tenacious manner * Excellent time management skills. * Ability to prioritise workload, and frequently to be able to work on several tasks at once * This role will involve the transportation of equipment, using own transport, from one site to another - for example going to a community talk and then onto a meeting. |

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| **14. JOB EVALUATION OUTCOME** | |
| Band: 4  Approved On: 25th November 2019 |  |

#### **PERSON SPECIFICATION**

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| **POST:** | **COMMUNITY FUNDRAISER** | **BAND:** | **4** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Education and Qualifications** | Educated to SCQF level 7 e.g. HNC or SVQ3 standard (or equivalent), with excellent standard of literacy and numeracy |  |
| **Knowledge and Experience** | * Working in office based support role dealing with variety of tasks. * Experience in using software packages including Microsoft word, Excel, Publisher and a contact management database. | * Knowledge of Raiser’s Edge fundraising database * Community fundraising experience. * Experience of researching and analysing financial information * Previous experience of customer service. |
| **Skills and abilities** | * Good organisation and prioritising skills * Ability to communicate sometimes complex information effectively and accurately using the appropriate communication tools. * Ability to create and deliver PowerPoint presentations to a range of audiences. * Good interpersonal customer service skills * Accuracy and attention to detail * Skills/experience in project planning * Research skills, using internet, media, and databases. * Ability to solve problems and deal with queries which require a proactive and tenacious manner * Excellent time management skills * Ability to prioritise workload, and frequently to be able to work on several tasks at once * Ability to motivate others. |  |
| **Personal Qualities** | * Dynamic, enthusiastic, approachable and well-motivated. * Flexible, supportive, calm and diplomatic approach. * Open to change and new ideas.   Full clean drivers licence and access to own vehicle. |  |

**CONDITIONS OF SERVICE**

**TITLE:** **COMMUNITY FUNDRAISER**

**REPORTING TO:**  Senior Fundraising Manager

**LOCATION:** 15 Boswall Road, Edinburgh, EH5 3RW

**JOB STATUS:** Full Time & Permanent

**BAND/SALARY:** Band 4 - £21,538 - £24,305 per annum+ unsocial enhancement + pension

**HOURS:** Full-time - 37.5 hours per week

**PENSION:** We offer a generous Hospice pension. The amount that Hospice will pay will depend on your age, as shown in the table below.

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| **Hospice Pension Scheme** | | | |
| **Age** | **Your contribution** | **Hospice contribution** | **Total contribution** |
| **16-29** | **3%** | **6%** | **9%** |
| **30-39** | **4%** | **8%** | **12%** |
| **40-49** | **5%** | **11%** | **16%** |
| **50-59** | **6%** | **14%** | **20%** |
| **60-69** | **7%** | **17%** | **24%** |
| **70-74** | **8%** | **20%** | **28%** |

Alternatively, current members of NHS Superannuation Scheme may request to continue membership during Hospice employment – contribution rates may vary as set by NHS.

**NOTICE PERIOD:** 4 weeks

**PAYMENT OF SALARY:** The successful candidate’s salary will be paid monthly direct into his/her bank/building society account and he/she will be required to open an account if such facility is not currently in operation

**PAID ANNUAL LEAVE:** 27 days per annum on commencement

29 days per annum after 5 years’ service

33 days per annum after 10 years’ service

**PUBLIC HOLIDAYS:**  8 days per annum

Part-time staff will receive a pro-rata entitlement for annual leave and public holidays combined. Reckonable Hospice and NHS service may be credited for annual leave purposes.

**SMOKING POLICY:** There is a ban on staff smoking in Hospice premises

**PRE-EMPLOYMENT CHECKS:** Employment is subject to satisfactory pre-employment checks including; criminal records check, satisfactory Occupational Health assessment, Identity check, employment history check, verification of qualifications & professional registration check, right to work check and receipt of satisfactory references covering the past 3 years as a minimum

**St. Columba’s Hospice – a Charity registered in Scotland**

The Hospice is an independent Charity and not a part of the National Health Service (NHS).  NHS terms and conditions of employment do not apply to Hospice staff. The Hospice provides staff with a competitive range of benefits in addition to pay, including a contributory pension, a generous paid annual leave allowance, continued training and development via our own education & research unit, subsidised meals, childcare vouchers, cycle to work scheme, and many other flexible working benefits.  Please ask if you would like more details.

The summary of conditions above is for information purposes only and may be subject to variation. They do not form the basis of a legal employment contract.

**St. Columba’s Hospice**

**HOW TO MAKE YOUR APPLICATION**

Thank you for expressing an interest in the post of **Community Fundraiser.** Please find enclosed information relating to this post and application details.

Please include the following documentation with your application:

* **Your completed, signed original Hospice Application Form**

You may also enclose an up to date Curriculum Vitae if you wish. Once completed your application and any documentation should be submitted either:

By email to: **hr@stcolumbashospice.org.uk** or by post to:

Admin Office

St. Columba’s Hospice

15 Boswall Road

EDINBURGH

EH5 3RW

**If applying by post, please quote the job title of the post you are applying for on the outside of the envelope, as well as at the top of your application form e.g:**

***“Community Fundraiser”***

Please ensure that the correct postage is applied to the application envelope (eg ‘Large letter’ stamps if appropriate), failure to do this may result in your application being returned to you undelivered by Royal Mail.

**CLOSING DATE:**

**12pm on 11th December 2019**

**INTERVIEW DATE:**

**Tuesday 17th December 2019**

We want to ensure that as much of our resources as possible go towards supporting people with a terminal illness and therefore we do not normally contact unsuccessful applicants individually. If you have not heard from us within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles.

Thank you for your interest in this post and we look forward to receiving your application.

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**Application Form for Employment**



**CONFIDENTIAL**

**APPLICATION FORM FOR EMPLOYMENT**

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| **Position applied for:** | Community Fundraiser |  |
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| **Please type in black text (or hand write in black ink)** |

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| **1. PERSONAL** | | | | | | | | | | | | | |  |
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| **SURNAME** |  | **FIRST NAME(S)** |  | | | | | | | | | | |  |
| **TITLE** (Dr/Mr/Ms etc.) |  |  |  | | | | | | | | | | |  |
| **PERMANENT ADDRESS**  **POSTCODE** |  | | | | | | | | | | | | |  |
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| **WORK TELEPHONE** |  | **EMAIL** |  | | | | | | | | | | |  |
| **MOBILE TEL.** |  | **BLEEP/PAGER** |  | | | | | | | | | | |  |
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| **UK NATIONAL INSURANCE NO.** |  | **DO YOU HAVE A VALID/ FULL UK DRIVING LICENCE?** | | | | **YES** |  | | **NO** | |  | | |  |
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| **Are there any restrictions on your right to work in the UK?** | | | | **YES** | | | |  | | **NO** | |  |  | |
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| **If yes, please state restrictions and the expiry date of any permissions:** | | | |  |  | | | | | | | |  | |
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| **2. EDUCATION & PROFESSIONAL QUALIFICATIONS** | | | | |
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| **PLACE OF STUDY** | **SUBJECT / QUALIFICATION** | | **RESULT / GRADE** | **DATE OBTAINED**  (mm/yyyy) |
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| NB: It is the Hospice's policy to verify the qualifications of all successful job applicants. | | | | |
| **3. TRAINING COURSES ATTENDED** | | | | |
| (any relevant training, or work related skills (for example specialist or technical, I.T., languages, shorthand, etc.) | | | | |
| **TRAINING PROVIDER** | | **COURSE TITLE/ SUBJECT** | **DURATION** | **DATE COMPLETED**  (mm/yyyy) |
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| **4. REGISTRATION OR MEMBERSHIP OF GOVERNING / REGULATORY BODIES** | | | | | | | | | | | | | |
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| **BODY (e.g. GMC, NMC, HCPC etc.)** | | **REGISTRATION TYPE/ STATUS** | | | **REGISTRATION/**  **PIN NUMBER** | | | **EXPIRY/**  **RENEWAL DATE** | | | | | |
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| **Are you currently subject to any investigations or fitness to practise proceedings by a licensing or regulatory body in the UK or any other country?** | | | | | | | | | **YES** |  | **NO** |  |  |
| If YES, please provide details with your application | | | | | | | | | | | | | |
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| **Have you been removed from the register or have conditions been made on your** | | | | | | | | | | | | | |
| **registration by a fitness to practise committee or the licensing or regulatory body**  **in the UK or in any other country?** | | | | | | | | | **YES** |  | **NO** |  |  |
| If YES, please provide details with your application | | | | | | | | | | | | | |

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| **5. OTHER MEMBERSHIP OF MEDICAL DEFENCE UNION/ PROFESSIONAL BODY OR ASSOCIATION** | | | |
| **MEDICAL DEFENCE UNION** | **MEMBERSHIP GRADE** | **MEMBERSHIP NUMBER/ STATUS** | **DATE OF ENTRY** |
|  |  |  |  |
| **OTHER PROFEESIONAL BODY/ASSOCIATION** | **MEMBERSHIP GRADE** | **MEMBERSHIP NUMBER/ STATUS** | **DATE OF ENTRY** |
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| **6. PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | |
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| **EMPLOYER NAME & ADDRESS** | |  | | | | | | | |
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| **JOB TITLE** | | | **START DATE** (mm/yyyy) | **END DATE**  (if applicable) | **WEEKLY HOURS** | | **SALARY/**  **GRADE** | | **NOTICE PERIOD** |
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| **BRIEF DESCRIPTION OF YOUR DUTIES AND RESPONSIBILITIES** | | | | | | | **REASON FOR LEAVING/ SEEKING CHANGE** | | |
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| **7. PREVIOUS/OTHER EMPLOYMENT HISTORY** | | | | | | | | | |
| (Please start with most recent. Continue on separate sheet if necessary) | | | | | | | | | |
| **COMPANY/ ORGANISATION** | **POST HELD AND RESPONSIBILITIES/ DUTIES** | | | | | **DATE FROM** | **DATE**  **TO** | **REASON FOR LEAVING** | |
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| **8. SUPPORTING STATEMENT**  Please provide your reasons for applying for this position and additional information that shows how you match the person specification. For example, details of your achievements, relevant skills, knowledge, experience, voluntary activities, positions of responsibility, as well as research, publications, clinical care, clinical audit (if applicable), awards and language skills. Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers). If you believe you have the necessary experience and skills – make sure you tell us! |
| \*please continue on a separate sheet if necessary |

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| **9. REFERENCES** | | | |
| Please give the details of three referees who have consented to be approached and are qualified to comment on your ability and experience and, as a minimum, cover a period of three years employment and/or training history, where this is possible (one should be your current or most recent employer, or if this is an application for your first job, your school teacher or higher or further education lecturer). Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so. | | | |
| **1st Referee 2nd Referee 3rd Referee** | | | |
| **Name** |  |  |  |
| **Position** |  |  |  |
| **Organisation** |  |  |  |
| **Address** |  |  |  |
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| **10. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)**  In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances. The rules are complicated, so it is important you read the guidance below as part of making your application.  St. Columba’s Hospice is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:   * For posts in *‘regulated work’* – Protection of Vulnerable Groups (PVG) Scheme membership * For all other posts - a Police Act check criminal conviction record check at Basic or Standard level   For more information on which category this post falls under please refer to the job pack, job description or person specification.  **For more information on the rules visit:**  https://www.mygov.scot/convictions-higher-disclosures/?via=http://www.disclosurescotland.co.uk/SummaryoftheChanges.htm  **For more information on offences which must always be disclosed:**  https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclsoure--revisedAlwaysDiscloseList--8February2016.pdf  **For more information on offences which are to be disclosed subject to rules:**  https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclosure--revisedRulesList--8February2016.pdf  *Candidates are therefore required to disclose* ***any*** *unspent cautions or convictions* ***and*** *any spent convictions for offences included in Schedule A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’* of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.  Candidates are **not** required to disclose spent convictions for offences included in Schedule B1*, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’* until such time as they are included in a higher level disclosure issued by Disclosure Scotland. In the event of employment, any failure to disclose any unspent convictions or spent convictions on the ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ list could result in dismissal or disciplinary action by the Hospice. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies. | | | | | | | | | | | | |
| **Do you have any current UNSPENT convictions, police cautions, reprimands or final warnings in the UK or in any other country?** | | | **YES** | |  | | **NO** | |  | |  | |
| If YES, please provide details with your application | | | | | | | | | | | | |
| **Do you have any current SPENT convictions, police cautions, reprimands or final warnings in the UK or in any other country for offences included in Schedule A1** | | | **YES** | |  | | **NO** | |  | |  | |
| ***‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’* of the Rehabilitation of Offenders Act**  **(Exclusions and Exceptions) (Scotland) Amendment Order No.2?**  If YES, please provide details with your application | | | | | | | | | | | | |
| **Protecting Vulnerable Groups (PVG) Scheme** | | | | | | | | | | | | |
| **Are you an existing member of the PVG Scheme?** | | **YES** | |  | | **NO** | |  | |  | |
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| If YES, please state your full PVG Scheme membership number: |  | | | | | | | | | |  |

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| **11. DATA PROTECTION** | | | | |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The Hospice will process the personal data that you have supplied on this application form in accordance with the terms of the P*rivacy Notice for Job Applicants* which has been made available for you to download from the Hospice website at *www.stcolumbashospice.org.uk*  The Hospice will only process your personal data where it has a lawful basis for such processing. **12. DECLARATION \*Please read carefully before signing this declaration.**  I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.  I hereby consent to the educational establishments, academic bodies, awarding bodies, professional bodies and/or organisations, employers and referees whose names and relevant contact details I have set out above, releasing to the Hospice such documents or information as may be necessary to enable the Hospice to carry out verification checks on all and any of my experience, qualifications and/ or memberships as set out on my application form for employment in order to ensure they are valid and correct as part of the Hospice’s pre-employment verification process, and for the purpose of assessing my suitability for employment.  I acknowledge that I have been notified that the Hospice will process all information relating to my application for employment in accordance with the terms of the *Privacy Notice for Job Applicants* that has been made available to me. | | | | |
|  | | | | |
| **SIGNED** |  | **DATE** |  |  |
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| **Please return your completed application form with any other attachments by the closing date:** | | |
|  | **By post: HR Office, By email: hr@stcolumbashospice.org.uk**  **St. Columba’s Hospice,** TEL: 0131 551 1381  **15 Boswall Road,** FAX: 0131 551 2771  **EDINBURGH, EH5 3RW** |  |
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**CONFIDENTIAL Equal Opportunities Monitoring Form**

In accordance with its policy on equal opportunities in employment, the Hospice will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.

**1. YOUR FULL NAME:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POST APPLIED FOR:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. GENDER IDENTITY**

**Gender at birth?**

Female

Male

Prefer not to say

**Which of the following describes how you think of yourself?**

Female

Male

Prefer not to say

**Gender reassignment: do you intend to, are you in the process of, or have you ever undergone the process of gender reassignment?**

Yes

No

Prefer not to say

**3. AGE**

*Please specify age (in years)*

**4. MARITAL STATUS**

Married (opposite sex)

Married (same sex)

Civil partner

Single

Other

**5. ETHNIC ORIGIN**

(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)

I would describe myself as (choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background):

**A. White**

Scottish

English

Welsh

Northern Irish

Irish

British

Any other White background*- Please specify*

**B. Mixed**

Any mixed background

**C. Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background *- Please specify*

**D. Black, Black Scottish or Black British**

Caribbean

African

Other Black background *- Please specify*

**E. Other ethnic background**

Any other ethnic background *- Please specify*

I prefer not to answer this question

**6. SEXUAL ORIENTATION**

**What is your sexual orientation?**

Heterosexual/Straight

Gay Man

Gay woman/Lesbian

Bisexual

Other

I prefer not to say

**7. Do you have any disabilities?**

Yes

No

*This information is used only for monitoring purposes. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with the recruiting manager.*

**8. RELIGION AND BELIEF**

No religion or belief

Church of Scotland

Roman Catholic

Other Christian *- Please specify*

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion *- Please specify*

I prefer not to answer this question

**9. ADVERTISING**

**Where did you first hear about this vacancy?**

*e.g. “on s1jobs.com website”*

**

**10. DATA PROTECTION**

The Hospice treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the Hospice in accordance with its *Data Protection Policy*. Information about how your data is used and the basis for processing is provided in the Hospice’s *Job Applicant Privacy Notice.* Copies of both documents can be found on the Hospice website www.stcolumbashospice.org.uk

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| --- |
| **11. DECLARATION**  I hereby give my consent to the Hospice processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the Hospice. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the HR Manager.  Applicant’s signature: Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |