

Vacancy Information Pack

**Compassionate Communities Lead**

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

**GRADE/SALARY: Hospice Band 7**

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| **Starting *‘Step 1’* salary on appointment** | ***Step 2* salary following review & satisfactory performance** |
| £44,359 WTE per annum | £47,846 WTE per annum |

**HOURS:** 37.5 hours per week

**CLOSING DATE:** Thursday 30th September 2021

**INTERVIEWS:** Monday 11th October 2021 (virtually)

**This post requires the post holder to have a criminal records check and be a member of the Protection of Vulnerable Groups (PVG) Scheme. 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 Compassionate Communities Lead**

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 them 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



Scotland’s first modern hospice, St Columba’s Hospice first opened its doors in 1977. Over the years it has grown and evolved into an exemplary provider of specialist palliative care for thousands of people with life-limiting illnesses in Edinburgh and the Lothians annually, while also providing support to their relatives and loved ones. We currently have the following opportunity to join the Hospice:

**Compassionate Communities Lead**

**Hospice Band 7 – Starting salary £44,359** **(rising to £47,846** **following review & satisfactory performance) + Pension + Benefits**

**Full time: 37.5 hours per week**

We are delighted to be recruiting for a Compassionate Communities Lead, a recent and evolving role vital to developing the innovative work currently happening between St Columba’s Hospice Care and the local communities we serve. The ideal candidate for this work will be someone who has experience or expertise in community development approaches, is able to work both strategically and operationally, and is skilled as a great connector and communicator.

Within the context of public health palliative care, the *Compassionate Communities* movement encourages, facilitates, supports and celebrates care for one another during life’s most difficult times and transitions; chronic and life threatening illness, ageing, fragility and dementia, grief, loss and bereavement, and the challenges of long term caring.

Your interest might be driven by personal experience with death, dying and loss and we recognise its importance and value in this type of work. It is not necessary to have previous experience of working within end of life care and we actively encourage candidates from outwith the sector to consider applying. You will be a dynamic, creative individual who is able to motivate themselves and others and bring people along with you. You will need to be comfortable interacting with senior leaders, folks in their own local communities and everyone in between. You will be able to build and nurture partnerships and lead a team to success. Whilst supporting the team operationally, you will also have the necessary strategic insight to drive a variety of diverse projects forward; each grounded in the work of supporting communities to engage with death as a social process and co-create community-owned capacity to live well with dying, death, grief and loss.

For an informal discussion about the role please contact Lynn Darke or Jackie Stone on 01315511381

For an application form and job descriptions, visit our website at

[www.stcolumbashospice.org.uk](http://www.stcolumbashospice.org.uk) or email [jobs@stcolumbashospice.org.uk](mailto:jobs@stcolumbashospice.org.uk)

**CLOSING DATE: Thursday 30th September 2021**

**INTERVIEW DATE: Monday 11th October 2021**

**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Compassionate Communities Lead  Responsible to: Chief Executive  Band: 7  Department(s): Compassionate Communities  Job Reference: SCH-CCL  No of Job Holders 1  Last Update (insert date): 16.08.2021 |

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| 2. JOB PURPOSE |
| The Compassionate Communities Lead contributes to the strategic objectives of the Hospice 2020-2023 strategy by working in partnership with our local communities to develop strong, nurturing relationships that broaden our mutual understanding, and the reach of our care across North Edinburgh and East Lothian.  We believe that neighbourhoods and communities play a vital part in supporting one another, reducing loneliness and building the social capacity needed for reciprocal care and support during times of increased health need, isolation, loss and grief. For those who have never accessed hospice care or whose experience is limited to a short period at the end of their lives, the impact on wellbeing and resilience around end of life experiences is significant. As a society our death and grief literacy is generally poor, with death and dying, grief and loss difficult subjects for many to talk about. Those living with serious illness and loss often become socially isolated. Using an Assets Based Community Development approach we will respond to these issues in meaningful and sustainable ways; fostering the skills, experience and strengths present in the communities we serve.  The Compassionate Communities Lead will support achievement of the following three strategic aims:   * Supporting individuals and local communities to engage with death as a social process * Helping re-shape attitudes and behaviours towards deteriorating health, dying and bereavement * Building community-owned capacity with dying, death, grief and loss |

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| **3. DIMENSIONS** |
| * Provide leadership, support and operational management of the Compassionate Neighbours Lead and through them, a growing network of community-based Compassionate Neighbours * **Assuming a successful bid to the Community Lottery Fund**, provide leadership, support and operational management of three Community Builders to ensure effective team work and delivery of local, community-based projects * Work in collaboration with volunteers across the various projects generated * Act as authorised signatory for departmental expenditure * Responsible for the line management of 6 members of staff * Responsible for managing a devolved budget within defined parameters set with the Chief Executive. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| * To engage with existing community groups; building networks of meaningful connection where care for the isolated, ageing, dying and grieving is compassionately supported at the local community level * To cultivate and promote an ABCD approach to collaborative-working with key contacts, group members and volunteers; organising events and helping communities develop social support initiatives that reflect their own unique set of community-based assets, priorities, skills and experience * To promote and establish the philosophy and principles of community development within the organisation so that the work is understood and recognised as integral to our strategy * To inform and inspire the wider Hospice community through consistent project feedback, collaboration with colleagues in other departments and opportunities taken for formal presentations and discussion * To contribute to learning and practice development both within and beyond the hospice sector by presenting on the work at seminars and conferences at both a regional and national level |
| 6. KEY RESULT AREAS |
| **Community Engagement**   * Build on established connections and develop new ones with local communities, to establish what matters to them and how they feel about their community * Scope opportunities for collaboration with a range of internal and external partners, community connectors and local stakeholders with an emphasis on building community resilience around death, dying, grief and loss * Identify leaders and networks across the target local communities, introducing the Hospice and its work and offering our involvement * Build strong working relationships with community leaders and connectors who can lead on the future sustainability of the projects * Develop local intelligence through ‘asset-mapping’ and share this with Hospice colleagues and local service delivery teams   **Community Development**   * Encourage joint working with partners, individual residents and community groups across our catchment area; developing opportunities for skills and knowledge sharing, training and learning with community and faith groups, organisations, charities and other stakeholders at the local level * Co-design and embed projects and initiatives within three local communities that support conversations and engagement with death, dying and loss as a social process; enabling people’s confidence to grow in this area and communities to bring their own solutions into effect * Develop and support local community networks to engage with and support people in their local communities who are seriously ill, dying or bereaved * Work with colleagues from PR & Coms, Volunteer Services, Bereavement Support, Patient & Family Support and the Arts teams, to support the development of community-led projects that are defined and driven by locally identified initiatives * Work with the communities and the Hospice to promote and celebrate each project; presenting findings in ways that enable community-owned change   **Resource Management**   * Work with the Trusts & Fundraising team to develop compelling business cases for funding applications that support growth and development of the community-led work * Be responsible for project delivery on time and within budget * Be responsible for overseeing the management of risk and governance structures for each project * Manage the development of a steering group with senior representatives from the Hospice, community groups, leaders and members of the hospice to oversee and shape the work and reach identified target groups   **Communication**   * Educate, promote and establish the principles and philosophy of ABCD across the organisation, ensuring understanding of public health approaches to palliative care * Work with the PR & Communications team to develop relationships with local media (especially target communities’ media) raising awareness and coverage of local events and stories * Promote inter-departmental collaboration through consistent engagement and feedback to Hospice services, care teams and non-clinical departments * Create a database of stakeholders involved in the diverse range of community-led projects; ensuring regular contact and monitoring of progress (including community leaders, volunteers, trainers, groups, supporters, local Councillors and politicians)   **Monitoring and Evaluation**   * Collect and collate data, monitoring progress across all projects * Prepare quarterly reports, and present at Senior Management and Board level * Develop qualitative and innovative evaluation methods, mapping the impact of the work being done across the Hospice catchment area   **Dissemination of Learning**   * Present at seminars and conferences at regional and national levels; contributing to hospice sector learning on its necessary role in community development * Take an active role in talking to funders and visitors to the Hospice about the work   **Other**   * Remote / flexible working patterns (e.g. evenings or weekends) as needed, to fulfil the brief of engagement and conversation at the community level * This job description does not contain an exhaustive list of duties and the post holder may be required to undertake other duties within their ability and skill-set whenever reasonably instructed * This job description will be reviewed regularly in order to adapt and develop the role according to service needs and Hospice policies |

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| 7a. EQUIPMENT AND MACHINERY |
| * General office equipment including computers, laminators, printers * Computer packages including MS Office, Better Impact, SharePoint, internet * Use of computer / mobile phone to access systems remotely over Wi-Fi * Mobile phone |
| **7b. SYSTEMS** |
| The post-holder will have responsibility for:   * Creating and maintaining evaluation systems * Maintaining records on staff, including supervision and appraisal * Supporting set-up and maintenance of records for Compassionate Neighbours * Being a signatory for expenditure |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Works within Hospice policies, procedures, protocols and set routines * Largely self-directed * Undertakes own annual appraisal and regular 1:1 meetings with line manager * Undertakes own monthly 1:1 with supervisor / mentor * Direct management /appraisal responsibility for Compassionate Neighbours Lead * Direct management / appraisal responsibility for Community Builders * Indirectly responsible for development / support of the Compassionate Neighbours * Supervises work delegated to other members of staff / volunteers |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Autonomous decision-making regarding own workload * Undertakes own research; identifying community stakeholders and key partners * Supports communities to find their own solutions using an ABCD approach * Carries strategic responsibility for the team |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Identifying communities open to engagement and action * Supporting development and growth of a diverse range of community-led projects * Balancing management support of multiple project timelines * Working with creative and community-led methods of qualitative evaluation * Acknowledging failure / lack of success * Supporting, developing and establishing a new team * Holding complexity and nuance and the necessary space for ongoing reflection * Embedding ABCD and public health approaches to palliative care at an organisational level * Remote-working and / or flexibility required in response to the COVID-19 pandemic |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Effective, timely and ongoing communication with:   * Compassionate Communities team and own line manager * Key contacts, community members and stakeholders within each project * Hospice PR and Communications team * Community Hospice, Hospice at Home, IPU, Supportive Care, and Arts teams * The wider Volunteer Services team * Monthly 1:1 with supervisor / mentor * Internal feedback, posters and presentations to the wider Hospice community |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**   * Good keyboard skills   **Physical Demands**   * Combination of walking, standing, sitting and driving throughout period of duty * Use of the PC   **Mental Demands**   * Organisational skills to cope with demands of the job * Ability to work with people of all kinds and at all levels * Ability to work autonomously * Proactive and highly motivated   **Emotional**   * Ability to manage varied and competing interests * Ability to manage conflict / distress with confidence and sensitivity * Ability to manage emotional demands of working within a hospice environment   **Environmental**   * Comfortable working with diversity and with challenging social environments * Use of a laptop / desktop computer * Driving / walking to project locations |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to degree level / or equivalent work experience plus further management experience or training to post graduate diploma level or equivalent * Experience in a community development role / similar experience * Knowledge / experience of ABCD approaches to community development * Experience of inter-agency / collaborative working * Experience of working with volunteers / volunteering * Experience in project planning and implementation * Experience of overseeing funding applications / budget management * Excellent communication and interpersonal skills * Understanding of and ultural sensitivity to palliative and end of life care issues * Strong digital / technological literacy * Own vehicle and clean driving licence |

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| **14. JOB EVALUATION OUTCOME** | |
| Band: 7  Approved On: 8.9.21 |  |

#### **PERSON SPECIFICATION**

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| **POST:** | **Compassionate Communities Lead** | **BAND:** | **7** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Education and Qualifications** | Educated to degree level (or equivalent experience) plus further management experience or training to post graduate diploma level or equivalent |  |
| **Knowledge and Experience** | Nationally recognised qualification or equivalent experience in community  development or related field such as health, end of life, elderly care or youth work  Experience of working with local communities to bring about long-term improvements and sustainable change  Understands the challenges and opportunities of working with volunteers and local community groups to effect change and development  Experience of managing a team, including project leads  Experience of delivering complex projects and monitoring project delivery / expenditure against targets  Experience of contributing to grant funding applications of £100k+  Able to work autonomously | Shows knowledge and understanding of the Hospice strategy, within which this role and the community-led initiatives it supports is grounded  Shows understanding of the national policy context for a public health approach to end of life care and community development  Understands the multifaceted needs of individuals with life limiting conditions, their families and carers  Experience of reporting to senior management teams/Boards/steering committees  Experience of presenting to regional and national audiences including media  Demonstrates knowledge of Police Disclosure / PVG processes and their application |
| **Skills and abilities** | Capable and comfortable with complexity and nuance, and able to hold space to reflect on this across all levels of the work  Excellent communication skills both verbally and in writing  Confident influencer and presenter, able to write and present reports to a wide range of audiences  Well-developed relationship-building and interpersonal skills  Proven complex project management skills  Accomplished in use of IT including emails, Word, PPT, databases, websites, and social media  Able to cope with the emotional demands of working in a hospice  Able to work on own initiative and to manage own time effectively |  |
| **Personal Qualities** | Commitment to equality and diversity with understanding of how this applies to own area of work  Excellent team player with good organisational skills and the ability to work under pressure  Able to respect and maintain confidentiality  Commitment to own continuing professional learning and development |  |
| **Other requirements** | Full valid driving license / use of own vehicle and able to travel throughout Edinburgh and the Lothians  Able to work flexibly, including weekend and evenings when needed |  |

**SUMMARY CONDITIONS OF SERVICE**

**TITLE:** Compassionate Communities Lead

**REPORTING TO:** Chief Executive

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

**JOB STATUS:** Permanent

**BAND/SALARY:** Hospice Band 7

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| **Hospice Pay Band** | **Starting Pay**  ***‘Step 1’’* WTE per annum** | ***‘Step 2’* salary WTE per annum** |
| **Band 7** | £44,359 | £47,846 |

New employees will be appointed to Step 1 of the Hospice salary. Progression to Step 2 is subject to review and satisfactory performance.

**HOURS:** 37.5 per week Monday to Friday. Weekend working may occasionally be required in order to fulfil the duties of the post.

**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:** 12 weeks

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

29 days per annum after 5 years’ St Columba’s service

33 days per annum after 10 years’ St Columba’s service

**PUBLIC HOLIDAYS:**  8 days per annum

Part-time staff will receive a pro-rata entitlement for annual leave and public holidays combined.

**CONTINUOUS/**

**RECKONABLE SERVICE**: Only periods of continuous employment with St Columba’s Hospice count when calculating entitlement to all service related benefits including occupational sick pay, annual leave allowance, maternity/paternity benefits and redundancy pay.

**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

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

**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.

As an *Investor in People* organisation and a ‘Living Wage’ employer, the Hospice provides staff with a competitive range of benefits in addition to pay, including a contributory pension, a generous paid annual leave allowance, enhanced occupational sick pay, continued training and development via our own education & research department and clinical education staff, subsidised meals, childcare vouchers, cycle to work scheme, retail discounts and many other flexible working benefits.  Please ask if you would like more details.

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

**St. Columba’s Hospice**

**HOW TO MAKE YOUR APPLICATION**

Thank you for expressing an interest in the post of **Compassionate Communities Lead.** 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 by email to:

**jobs@stcolumbashospice.org.uk**

**The closing date for receipt of your application is:**

**Thursday 30th September 2021**

**Interviews will take place on:**

**Monday 11th October**

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.



**Application Form for Employment**



**CONFIDENTIAL**

**APPLICATION FORM FOR EMPLOYMENT**

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| **Position applied for:** | **Compassionate Communities Lead** |  |
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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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| **MOBILE TELEPHONE** |  | **EMAIL** |  | | | | | | | | | | |  |
| **HOME TELEPHONE** |  | **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** |
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| **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! |
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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. | | | | |
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| **SIGNED** |  | **DATE** |  |  |
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| **Please return your completed application form with any other attachments by the closing date:** | | |
|  | **By email: jobs@stcolumbashospice.org.uk** |  |
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