



bexley
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For disabled young people & their families

May 2017

Dear applicant

APPLICATION FOR THE POST OF EARLY YEAR'S SERVICE CO-ORDINATOR

Thank you for your interest in Bexley SNAP and for applying for our vacancy; we have pleasure in enclosing the following:

1. Guidance Notes for Job Applicants
2. Equal Opportunities Policy Statement
3. Job Description and Person Specification
4. Application Form, including Equal Opportunities Monitoring Form

The closing date for all completed applications is 9am on Monday 19th June.
Interviews will be held on Monday 26th June 2017.

If you do not hear from us by 22nd June 2017, please assume that on this occasion you have been unsuccessful.

Thank you for the interest you have shown in our vacancy.

Yours sincerely

Aline Macready, CEO, on behalf of the trustees

Bexley SNAP

Bexley SNAP, Normandy Children's Centre, Fairford Avenue, Barnehurst, DA7 6QP

 Email admin@bexleysnap.org.uk  Web www.bexleysnap.org.uk

Registered Charitable Incorporated Organisation -1167151

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GUIDANCE NOTES FOR JOB APPLICANTS

The following notes are intended to provide general information about the recruitment process used by Bexley SNAP, as part of our equal opportunities framework.

- The form should be completed in black ink or black ballpoint pen or typed. This will make it easier for photocopying purposes.
- Do not send in your CV. It will not be considered if you do.
- The application form is the first opportunity to demonstrate suitability for the post, and, as we operate within an equal opportunities framework, we base any shortlisting decisions solely on the information provided to us.
- The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification. **When completing this section of application form, ensure you address each item on the person specification.**
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate *how* you meet the requirements in the person specification, using examples of what you have done and achieved and learned. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
- If you are shortlisted for interview, the selection panel will ask you questions based on the person specification which will cover the areas in more detail.
- The Equal Opportunities Monitoring Form is for our internal use to monitor the effectiveness of our recruitment processes. This form is immediately separated from the application form and is not considered during the recruitment process. Applicants do not have to complete the form, but we are grateful to those who do as the information gathered can help to inform future recruitment processes.
- Completed application forms must be returned to the address given by the deadline. No applications can be accepted after this deadline.

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- After the closing date, a shortlisting panel will meet to agree who will be invited to the next stage of our selection process. This will be decided solely on the basis of information provided on the application form. The next stage of the process will be an interview, which will be preceded by a test or tests, which may include a presentation.
- At interview, all candidates will have the same format; the successful candidate must meet all the essential requirements.
- One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
- Everyone who is interviewed will be advised of the result.
- Applicants wishing us to confirm receipt of a completed application form should enclose a stamped addressed envelope with their form.
- Because the successful applicant will be in contact with children, Bexley SNAP will undertake an Enhanced Check with the Disclosure and Barring Service. All offers of employment are conditional upon a satisfactory outcome of this Enhanced Check. We have a detailed policy and procedure on Criminal Record Checks, which will be made available to all candidates shortlisted for interview.

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BEXLEY SNAP

EQUAL OPPORTUNITIES STATEMENT

Introduction

We wish to foster an environment where all staff members, parents and children feel valued, supported and encouraged. Parents are actively encouraged to give their opinions and ideas to develop our service. Creating fair opportunities by embracing the diversity present in all sections of our community will underpin all areas of our work and will lead to a more equal environment for children, parents and staff, providing the best opportunities for support and learning.

Bexley SNAP recognises its responsibilities associated with equal opportunities. As a provider of services to disabled children and their families, it is committed to equal opportunities for service users, staff and volunteers who work for any of its projects.

Responsibility for Equal Opportunities

Bexley SNAP's Trustee Board has an overall responsibility for ensuring that Bexley SNAP meets its legislative obligations on equal opportunities and will ensure that any allegations of unfair discrimination or harassment are dealt with. The committee will ensure that staff have equal access to training and development opportunities relating to their individual needs and the specific needs of Bexley SNAP and all its individual projects. Each staff member and volunteer must have appropriate training, line management and supervision.

All staff and volunteers have a professional responsibility to demonstrate their commitment to equal opportunities in how they work with people, particularly their colleagues, children and carers. No-one will receive less favourable treatment on the grounds of age, gender, marital status, financial status, sexual orientation, ethnic or national origin, religious beliefs, caring responsibility, or disability.

Bexley SNAP expects all service users to respect our equal opportunities policy and to behave appropriately.

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Job Title: Early Years' Service Co-ordinator
Salary: £26,929 - £28,592 pro rata (actual £15,536)
Responsible to: Chief Executive Officer
Hours: 25 hours per week for 42 weeks per year

Please note that this post will be subject to Enhanced Disclosure and Barring Service checks.

Background and Aims of the charity:

Bexley SNAP's vision is that disabled children have choices and a right to a fulfilling life. We work towards achieving this vision by increasing the choice of services and activities available to disabled children and young people, while reducing the isolation and frustration experienced by their families. SNAP offers Holiday Playschemes, Youth Clubs, Saturday Clubs, Hydrotherapy Swimming and Pre-School programmes for disabled children and young people. In addition, we offer a range of support services to families including newsletters, telephone support, workshops, and training

Main Purpose of the Job:

- To develop and manage the Early Years Project and to plan, coordinate and deliver a varied program of specialist stay and play sessions. To quality-assure and evaluate the project to ensure it improves outcomes for disabled children under five and their families.

Key Roles:

Delivering the Service

- Develop and deliver daily term time specialist targeted stay and play type sessions for disabled children under five
- Establish and promote weekly stay and play sessions focussed on sensory, mobility and communication support
- Establish and promote stay and play sessions which focus on very low incidence disability support (e.g. Downs Syndrome and Autism specific)
- Establish weekly music and art therapy specific sessions
- Facilitate parent support sessions and co-ordinate drop ins with specialist staff
- Develop specific partnership arrangements with the Children's Centre to deliver a crèche facility for parents with siblings under 5
- Develop partnership working with statutory, public and third sector colleagues to ensure value added and consistent approach to achieving outcomes for disabled children and their families
- Further the development of relationships within the local authority area and cross boundary agencies. For example – Health visitors, Portage, Disabled Children's Service, Children's Centres, Special schools with under 5s provision, other voluntary organisations, Allied Health Professionals [Child Development Centre, Bexley Early Autism Service (BEAS)]

Managing staff and volunteers:

- Recruit relevant freelance therapists as identified within the Children in Need submitted bid, sessional staff and volunteers

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- Provide supervisions and support to all staff and volunteers in line with SNAP's policies and procedures
- Appraise all staff and volunteers as per supervision and appraisal policy and procedures and linked to the KPIs for the project
- Motivate staff by demonstrating effective leadership and create a positive, safe environment for staff, volunteers and service users

Managing the budget for the project:

- Work with the Finance Manager/Treasurer to set the budget
- Ensure that the project remains within budget and report to the Operations Manager on a monthly basis
- Seek new opportunities to secure funding wherever possible and appropriate

Monitoring and evaluation:

- Ensure that relevant databases and electronic systems are used in accordance with guidelines and that data and records are up to date
- Ensure filing and record keeping maintains information security standards – using ISO27001 as a guideline
- Develop and implement quality monitoring systems and feedback mechanisms for a diverse range of stakeholders
- Quarterly monitoring and evaluations are carried out to ensure the project is on target and meets the requirements of funders

Promoting the project and the Charity

- Deliver presentations to multi-agency professionals and attend strategic meetings to ensure all stakeholders are aware of the service and the referral procedures (parents can self – refer)
- Seek opportunities to promote the work and good reputation of the organisation wherever possible, to both internal and external stakeholders
- Establish and maintain effective networks with all principal supporters, funders and stakeholders
- Support project staff with internal and online communications
- Contribute where possible, to local, regional and national policy and service developments wherever time and resources allow
- Be the public face, and where appropriate the spokesperson of Bexley SNAP

General

- Comply with all Bexley SNAP's practice, policies and procedures, including the code of conduct, and those relating to child safeguarding, data protection and health and safety
- Be committed to the promotion of equality, diversity and inclusion and maintain an awareness of the Bexley Snaps equalities policy statement; *to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected*; to report any instances of inappropriate behaviour or discrimination immediately.

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- Be fully aware of and understand the duties and responsibilities arising from the Children’s Act 1989, 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role. To also be fully aware of the principles of safeguarding as they apply to vulnerable in relation to your work role. To ensure that the designated safeguarding officer of SNAP is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

You will be the ideal candidate if passionate about working with disabled children and their families. You are an enthusiastic leader, and able to take the initiative. You inspire those around you to deliver excellence and your creative skills allow you to take advantage of opportunities to develop and increase choices for disabled children and their families, and deliver meaningful successful services. You are a reflective practitioner

Person specification	Criteria
Skills and Abilities	
Essential	<ul style="list-style-type: none"> • Ability to develop services for disabled children under five and their families • Ability to evidence the impact of services and projects in achieving improved outcomes and impact • Effective leadership skills to motivate staff/volunteers and create a positive and safe environment for staff/volunteers as well as service users • Ability to use a variety of database systems and IT packages such as Microsoft Office • Effective communication skills verbal as well as written • Proven ability to establish and run a successful early years’ service • Ability to identify potential barriers and problem solve to ensure the project remains on track and achieves outcomes
Desirable	<ul style="list-style-type: none"> • Ability to use social media e.g. Facebook, Twitter • Effective presentation skills to deliver information to internal and external stakeholders • Ability to develop specific monitoring and evaluation tools
Experience	
Essential	<ul style="list-style-type: none"> • Working with disabled children under five and their families • Proven track record in effective management and supervision of staff and volunteers

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	<ul style="list-style-type: none"> • Proven ability to prioritise and work to tight deadlines whilst ensuring quality of delivery • Ability to develop productive and respectful relationships with colleagues, staff team and service users and external stakeholders
Desirable	<ul style="list-style-type: none"> • Proven track record of multi-agency working • Experience of project co-ordination
Knowledge	
Essential	<ul style="list-style-type: none"> • Relevant Childcare qualification e.g. Nursery nursing qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3 or 4 • Essential Knowledge of the Early Years Foundation • Understanding of the needs of disabled children and their families and issues they face • Understanding of disabled child development in the early years and of the Early Years Foundation Stage • Knowledge and understanding of the regulatory framework for early years' service e.g. Foisted, • Understanding and knowledge of a variety of effective evaluation frameworks • Knowledge and understanding of the duties and responsibilities arising from the Children Act 1989, 2004 and Working Together for Disabled Children in relation to child protection and safeguarding children, young people and vulnerable adults.
Desirable	<ul style="list-style-type: none"> • A 'level 4 or above' qualification • Safeguarding disabled children and young people training • Equal opportunity training
Personal attributes/other requirements	
Essential	<ul style="list-style-type: none"> • Committed to the vision and values of Bexley SNAP Willingness to work at different venues within Bexley • Passionate advocate for disabled children, young people and their families • Work flexibly as part of a small busy team • Commitment to equal opportunities in line with Snap's policies and procedures.
Desirable	<ul style="list-style-type: none"> • Commitment to continuing professional development • Occasional out of hours working

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Main Conditions of Service

Annual leave: 20 days plus bank holidays pro rata (+ 1 additional day's holiday for each year of service up to maximum of 5 years)

Hours of work: Core hours of 25 may be flexible and negotiable to meet needs of the charity and may be subject to reduced hours/increased hours dependant on available funding. Some evening and occasional weekend work may be required for meetings, or charitable events.

The post will be based at the office of the Bexley SNAP, Fairford Avenue, Barnehurst, Kent, DA7 6QP, however the post will require some travel throughout the London Borough of Bexley and surrounding boroughs. Reasonable travel expenses will be paid.

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Application Form

Post Applied for: Early Years Co-ordinator

Closing date: 9am on Monday 19th June 2017

PLEASE DO NOT INCLUDE YOUR CV AS THESE WILL NOT BE LOOKED AT

Name:

Address:

Home telephone number:

Mobile/Work number:

Email address:

Are you? Female Male

Do you consider yourself disabled?

If yes, please describe.....

Please describe your ethnic origin by ticking the appropriate place or using self-description

- | | | |
|-----------------|-----------------------|-------------------|
| White/British | Black/British | Asian/British |
| White/European | Black/African | Asian/Indian |
| White/Irish | Black/West Indian | Asian/Pakistani |
| White/Other | Black/Other | Asian/Bangladeshi |
| British Cypriot | Black mixed parentage | Asian/Sri Lankan |
| Greek Cypriot | | Asian/West Indian |
| Turkish Cypriot | Do not wish to answer | Asian/Vietnamese |
| | | Asian/Chinese |

Other description.....

Please state where you saw this post advertised.....

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EDUCATION

Secondary School attended	Dates	Certificates awarded

Further education (University/college)	Dates	Certificates awarded

PROFESSIONAL AND OTHER TRAINING COURSES

(continue on a separate sheet if required)

Institute attended	Dates	Course title

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EMPLOYMENT HISTORY (most recent first)
(continue on a separate sheet if required)

Name and address of present/last employer	Position held	From	To

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Previous employer (most recent first)	Position held	From	To

Please refer to the job description and person specification, where you will find the skills and experience required for this post. Please state how you feel you meet these criteria. This information will play a significant part in the shortlisting process.

Please give your reasons for applying for this post and state any experience, specialist knowledge or interests which you feel may support your application. If you have any special requirements at work arising from a disability, please give details in this section. Please continue on an additional sheet if necessary.

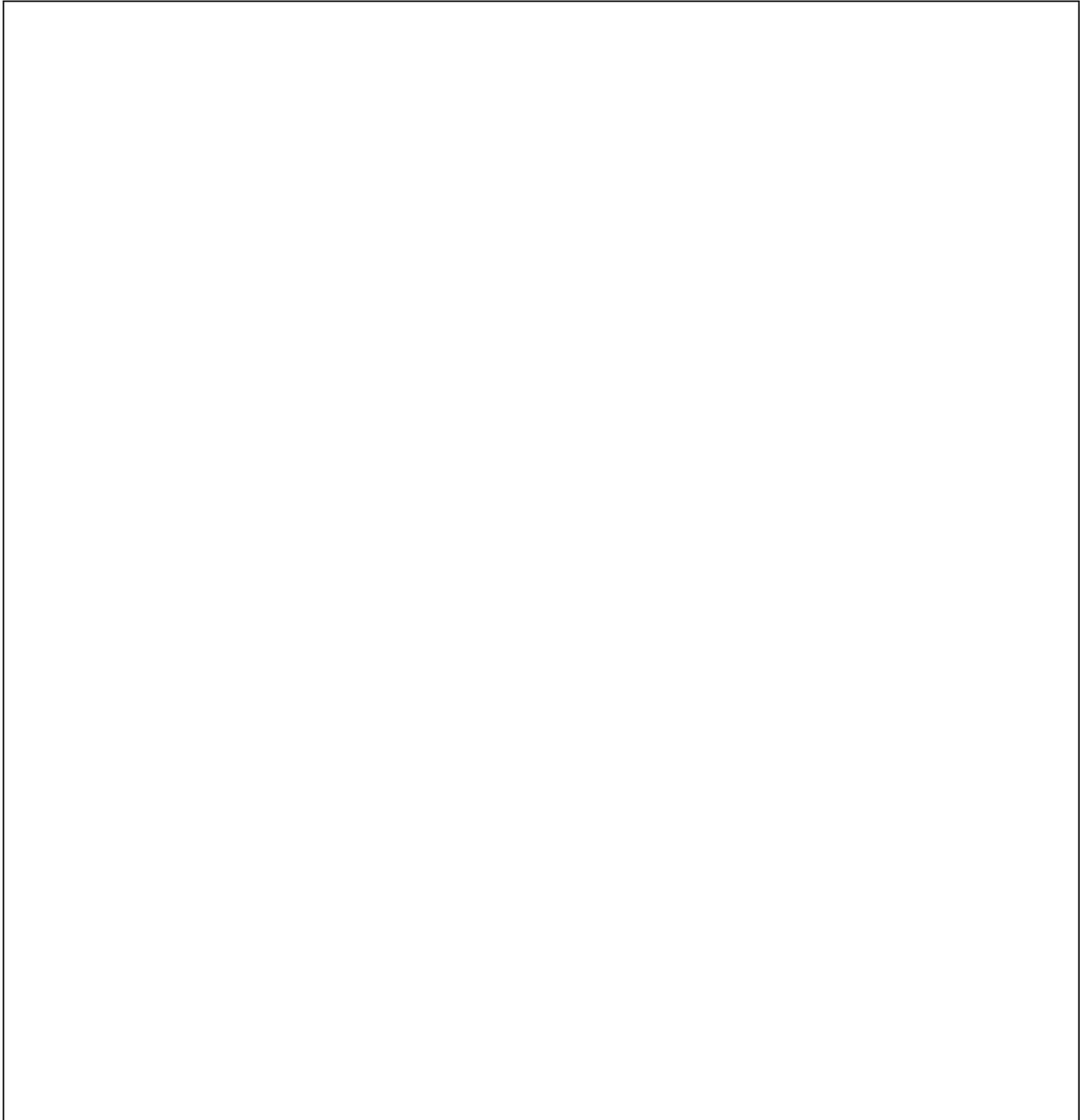
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References

Referees will only be contacted after interview and if you are likely to be offered the post. One of your referees must be your last line manager/supervisor.

Name:

Name:

Position:

Position:

Address:

Address:

Tel No:

Tel No:

In what capacity do you
know this person?

In what capacity do you
know this person?

NOTE: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore, not entitled to withhold information about 'spent' convictions under the provisions of the Act, and, in the event of employment, any failure to disclose convictions may result in dismissal or disciplinary action. Please list any convictions on a separate sheet of paper and attach to the form. All information given will be treated in the strictest confidence.

If appointed when would you be available to start work?

I declare that to the best of my knowledge the information I have provided throughout this form is correct.

Signed:

Print Name:

Date:

Please return this form to:

PRIVATE & CONFIDENTIAL, Aline Macready Bexley Snap, Normandy Children's Centre, Fairford Avenue, Barnehurst Kent DA7 6QP or by email to aline@bexleysnap.org.uk by 9am on Monday 19th June 2017.

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