

Welcome to YMCA Trinity Group

Thank you for your interest in working for YMCA Trinity Group. If you are an internal applicant you will already be familiar with the distinctive nature of YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international movement. YMCA Trinity Group offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 116 independent Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Federation has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors.

Generally YMCAs aim to:

- Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge
- Build relationships and provide programmes that support young people's transition to adulthood
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages
- Share ideas and resources across the world as part of an international YMCA network

YMCA Trinity Group values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA Trinity Group activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of YMCA Trinity Group as a Christian Organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Federation. In order to promote the Christian ethos of YMCA Trinity Group it is important that certain posts are filled by committed Christians. You will be expected to respect the Christian ethos of YMCA Trinity Group and uphold its values in your work. The values to be upheld include being inclusive and welcoming to people of all religious faiths and none, promoting respect and freedom for all, working for tolerance and understanding, having an active care and concern for the community, and affirming the equal value of each person when caring for and working with others.

Thank you again for your interest in working for YMCA Trinity Group. We look forward to receiving your completed application.

GUIDELINES FOR APPLICATION FOR EMPLOYMENT

PRIVACY NOTICE

Personal data obtained from applicants during recruitment will be processed securely by YMCA Trinity Group in accordance with General Data Protection Regulations (GDPR). Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicants might be considered for other vacancies). Personal data provided in the course of the application will be stored as part of YMCA Trinity Group's recruitment monitoring, and will be retained for six months from the date applicants are informed of the outcome of their application and then destroyed securely.

Should you be successful and employed by YMCA Trinity Group, recruitment documentation will form part of your HR Records.

NOTES ON COMPLETING THE APPLICATION FORM

Section 1 Job Details

Location Insert the name of where the job is based.

Section 2 Personal Details

Disability We ask this question to enable us to consider any adjustments that we can make either to the recruitment process itself or in employment, in order to assist you.

Driving Licence Delete as appropriate. Please refer to the job specification to determine the requirement for a driving licence for the position for which you are applying.

Section 3 Education, Training & Development

Please detail information which is relevant to your application. It is not necessary to list schools/colleges attended.

NOTES ON THE EQUALITY & DIVERSITY POLICY – MONITORING FORM

This Association practices Equal Opportunities & Diversity in employment and has a Policy to this effect. This information is being requested in order to assist us with our equal opportunities and diversity monitoring and not for the purpose of discrimination. You do not have to provide this information. It will not prejudice your application.

This information will be processed anonymously and will not form part of the interview and selection process. Forms will be confidentially disposed of within 2 weeks of receipt.

ADDITIONAL INFORMATION – DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1975 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specific period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once

a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1975 (Exceptions Order) gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or adults at risk. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If you are invited to interview you will be required to complete and bring with you a 'Declaration of Criminal Background Information' form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

If the post for which you are applying involves working with children, young people* and/or adults at risk, you will ALSO be required to give all details of any criminal record including 'spent' and 'unspent' convictions. Your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Adults at risk'.

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying. Declarations for unsuccessful candidates will be stored confidentially destroyed on the 6 month anniversary of the interview date.

If you are interested in applying please return the application form and monitoring form:

- by the closing date shown in the advertisement or in the accompanying letter
- to the address as stated in the accompanying letter

Following shortlisting you will be notified of the outcome of your application.

If you are shortlisted you will be invited for interview.

You should bring with you a completed 'Declaration of Criminal Background Information' form to the Interview.

If you are made an offer of employment with YMCA Trinity Group you will be required to:

- complete a medical questionnaire and if necessary undergo a medical examination
- demonstrate, by providing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you which documents are approved documentation
- you may be required to apply for a Disclosure & Barring Service check

ADDITIONAL GUIDELINES FOR APPLICANTS FOR POSITIONS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE* AND/OR ADULTS AT RISK

The post for which you are applying may/will bring you into direct contact with children, young people* and/or adults at risk. During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specific period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

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If we ask you to come for an interview please bring the following with you:

- **A completed Declaration of Criminal Background Form**

This form will be enclosed with the letter inviting you to interview. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

- **Proof of Identity**

We require one form of identification to prove your right to work in the UK [e.g. a passport or birth certificate). If this is an issue please contact recruitment@ymcatrinity.org.uk.

The information relating to criminal convictions will only be seen by the interview panel and the HR Department, this will be discussed at the Interview. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying.

It you are made a conditional offer you will need to apply for an Disclosure from the Disclosure & Barring Service. We will tell you how to go about this.

The Disclosure & Barring service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure & Barring Service, an executive agency of the Home Office. Enhanced Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the Disclosure system must comply with a Code of Practice.

If you require further information about Disclosure you can visit the website

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>