



April 2021

Dear applicant

Thank you for your interest in the vacancy of **Team Manager – County Services**

. The following documents are enclosed in this application pack:

- Application form
- Monitoring form
- Equal Opportunities Statement

The Job description and person specification are available on our website.

Closing date for applications is **Monday 3rd May 2021 at 4pm** with interviews being held date **TBC**.

CVs will not be accepted.

Applications will be assessed and shortlisted against the person specification so please make sure that you cover all the points in your application.

Due to the volume of applications we receive, we are not able to provide feedback on non-shortlisted applications. However, feedback will be provided to candidates who attend interviews.

An enhanced DBS check will be carried out prior to appointment.

It is an Occupational Requirement that applications are open to women only, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

Please return all completed application forms to Juno Women's Aid Recruitment, 30 Chaucer Street, Nottingham NG1 5LP OR email to vacancy@JunoWomensAid.org.uk

Once again thank you for your interest and good luck with your application.

Yours sincerely

The Recruitment Team



Juno Women's Aid

Team Manager – County Services

Application form

Please complete this form and return it to:- vacancy@JunoWomensAid.org.uk or post to Juno Women's Aid Recruitment, 30 Chaucer Street, Nottingham NG1 5LP.

Applicants should refer to the accompanying job description and person specification when completing this form. Please do not send a CV or other supporting material

Please complete all questions

Your name and contact details:	
Title	
Last name	
First name(s)	
Address	
Postcode	
Telephone number	
Mobile	
Email Address	
NI number	
Are you, or have you been known by any other name?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
If yes, please give details	

Please note that withholding information about being known by any other name could amount to gross misconduct.

To the best of your knowledge, are any relatives or family members employed by Juno Women's Aid?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
If yes, what is your relation with them?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>

Are you a member of the DBS update service?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
If yes, do you give us permission to access this information?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>

1. Work experience (paid and unpaid)

Please begin with your most recent occupation (in chronological order)

Job title	Dates from/ to	Employer	Key tasks	Current salary	Reason for leaving

2. Education/training/qualifications (gained or being studied for)

School/college/university	From To	qualifications	date

Relevant non-accredited courses attended

Course	From To	Organisation

3. Skills experience and knowledge

Using the spaces underneath each box, please use your experience, ability and skills to demonstrate how you meet each of the criteria below. Shortlisting will be based on your ability to demonstrate this.

1. Experience of successfully managing a team within a DVA setting

2. Experience of working in crisis situations, managing safeguarding cases and complex cases

3. A good understanding of project management, quality assurance and contract compliance issues, processes and systems

4. A good understanding of trauma informed service delivery

5. Understand and be able to support staff in case management including supporting women with complex DVA cases

6. A good understanding of the needs of marginalised and minority groups who have been affected by domestic violence

7. Support the team to understand the differing forms and impacts of domestic violence across the communities we serve

8. Knowledge of housing, welfare and policy relating to DVA

9. Sound knowledge of safeguarding adults and children

10. Knowledge and understanding of the rights of women, including those facing discrimination

11. Good skills in overseeing and providing guidance on a demanding team caseload safely and effectively, taking into account risks and support need

12. Ability to work as a strong team player within the management team

13. Demonstrable ability to develop productive and effective working relationships with partners in a wide range of agencies

14. The ability to effectively monitor and evaluate services using computerised and/or manual systems, including producing high quality reports

15. Good IT skills; in particular Word, Excel and PowerPoint

16. Ability to work on one's own initiative, prioritise own work, and plan or organise the work of others to effectively meet deadlines

17. Ability to work sensitively and in a non-judgemental manner with vulnerable clients

18. A relevant qualification (e.g. social work, management, group work training, IDVA, CAADA);

19. Management training or a willingness and ability to attend this training is essential.

20. An enhanced DBS clearance is required for this role. Police vetting Clearance may also be required.

21. Full UK driving licence with access to your own vehicle which is insured for business use and available for use within your role, is essential.

4. Referees

We require two referees, one of whom should be your current or last employer, (if any). References will only be taken up on the successful applicant, after the interview.

	Referee 1	Referee 2
Name		
Address		
Postcode		
Telephone		
Email		
Occupation		
Relationship to you		

5. Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of Juno Women's Aid work and is subject to an enhanced DBS check.

Have you ever been formally cautioned or convicted of any criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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The successful applicant will be given the opportunity to discuss this further if required.

6. Data protection

In accordance with the General Data Protection Regulation, Juno Women's Aid will rely on the legitimate interest to use your personal information to process your application. We have a legitimate organisational interest to use your information to process your application and to respond to you regarding your application.

Juno Women's Aid will collect and retain your application form and your personal information for a period of 6 months from the date of application (if unsuccessful). For more information please refer to Juno Women's Aid Privacy & Cookies Policy on the website.

I certify that the information contained in this form is correct.	
Signed	Date

Please indicate where you saw this vacancy:	
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Juno Women's Aid

Monitoring form

Juno Women's Aid is committed to promoting and valuing equality and diversity and we seek to recruit staff who contribute to the diversity of the organisation. In order to monitor the effectiveness of the Juno Women's Aid Equality and Diversity Policy and to ensure that no direct or indirect discrimination is taking place, all staff and candidates are asked to complete the Juno Women's Aid Equalities Monitoring Form. Juno Women's Aid assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our HR department.

Monitoring questions:

How would you describe your ethnicity?

Choose ONE section from A to E, and then tick the appropriate box

A WHITE

- ☐ British (English/Welsh/Scottish/Northern Irish) ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please describe
-

B MIXED/MULTIPLE ETHNIC GROUPS

- ☐ White & Black Caribbean ☐ White & Black African
- ☐ White & Asian
- ☐ Any other mixed/multiple ethnic background, please describe
-

C ASIAN/ASIAN BRITISH

- ☐ Indian ☐ Pakistani
- ☐ Bangladeshi ☐ Chinese
- ☐ Any other Asian background, please describe
-

D BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

- ☐ African ☐ Caribbean
☐ Any other Black/African/Caribbean back ground, please

describe_____

E OTHER ETHNIC GROUP

- ☐ Arab
☐ Any other ethnic background, please describe

F ☐ Prefer not to say

What is your first language?

Do you speak any other languages, if so which?

Disability & Limiting Long-Term Illness (LLTI)

The **2010 Equality Act** defines disability as 'a physical or mental impairment which has a substantial and long term adverse [negative] effect on a person's ability to carry out normal day to day activities.

'Long Term' is defined as lasting at least 12 months, where conditions can sometimes fluctuate (sometimes absent or less severe)

Do you consider yourself to have a disability or limiting long-term illness (LLTI)?

- ☐ Yes ☐ No ☐ Prefer not to say

If yes, please tick any of the following that apply;

- ☐ Physical ☐ Learning
☐ Mental Health ☐ Deaf/Hearing impaired
☐ Blind/Visually impaired ☐ Prefer not to say
☐ Other, please state _____

Would you describe yourself as?

- ☐ Female ☐ Trans Male to Female
☐ Prefer not to say ☐ Other, please state _____

Please indicate your age bracket

- ☐ 18 - 19 ☐ 50 - 59
☐ 20 - 29 ☐ 60 +
☐ 30 - 39 ☐ Prefer not to say
☐ 40 - 49

What is your sexual orientation?

- | | |
|--|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay Woman / Lesbian |
| <input type="checkbox"/> Heterosexual / Straight | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other, please state _____ | |

Please tick the box that best describes your religion and belief:

- | | |
|---|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jew |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> No Religion | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other Religion or Belief, please state _____ | |

Equality and Diversity Policy statement

We are an organisation run by women for women and children and are committed to promoting and valuing equality and diversity in all of our activities. We welcome and celebrate the richness and diversity of the communities in Nottinghamshire and are strongly committed to achieving equal opportunities and access for all in society.

We seek to create conditions whereby all staff and volunteers are treated solely on the basis of their merits, abilities and potential, regardless of age, appearance, body size, caring responsibilities, caste, class, culture, disability, ethnic or national origin, family circumstance, gender, gender reassignment, HIV status, homelessness, immigration status, learning ability nationality, race, religious or political beliefs, sexual orientation or other irrelevant distinction.

Equality and diversity is the cornerstone of all of our policies and procedures. We are proud of our diversity and the actions we take to eliminate discrimination and prejudice, to ensure inclusion and engagement for everyone who works and volunteers with us or wishes to use our services. We will continue to strive towards a culture that is diverse and which recognises and develops the potential of all our staff, volunteers and service users.