**Covering Document**

**AMPARO (SUICIDE BEREAVEMENT SERVICE)**

**TEAM LEADER NORTH**

**To be considered for the post above, please complete this document in full and submit it with an up-to-date C.V. containing full contact details.**

1. Name:
2. Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes/ No (please delete as appropriate)

1. Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974?

Yes/ No (please delete as appropriate)

If yes, please give details / dates of offence(s) and sentence.

1. Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes/ No (please delete as appropriate)

1. Are you related to or do you have a close personal relationship with an employee(s), volunteers or Executive member of Listening Ear?

Yes/ No (please delete as appropriate)

If so, please state their name, job title and your relationship to them.

1. The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities’. Do you consider yourself to have a disability?

Yes/No/I do not wish to disclose

If yes, please give brief details of any adjustments you may require to enable you to attend and participate in an interview. Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

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| --- | --- | --- |
| **Person Specification** | **Essential/ Desirable Criteria** | **Please write a short statement below which evidences how you meet each criteria (if applicable to you).**  **For any that don’t apply to you, please write N/A (for not applicable).**  **Please do not just write ‘yes’ below. This one word answer would not be considered evidence of how you meet criteria and will not score any points during shortlisting.** |
| Holds a positive attitude to work and has an ability to embed this positive attitude throughout a team | E |  |
| Experience of managing staff/volunteers in a supportive and collaborative way that promotes belonging, trust, feeling valued and a positive outlook to achieving business goals | E |  |
| Ability to develop and build a strong and well-informed team through clear and meaningful communication, cascading information from Management Teams meetings regularly | E |  |
| Dealing with any identified HR issues immediately and one-to-one with staff members ensuring that issues do not escalate amongst a wider group | E |  |
| Degree level education in a field relevant to overseeing a team in a third sector mental health organisation | E |  |
| Either holds a recognised management qualification, can evidence management experience in a professional setting or, is willing to undertake management training | E |  |
| Evidence of working therapeutically within a range of professional settings and with a broad range of presenting issues | E |  |
| 2 years’ post qualification working therapeutically with CYP/Adults | E |  |
| Experience of recruiting, inducting and providing training to staff/volunteers | D |  |
| Evidence of continuing CPD and an excellent knowledge of safeguarding and child protection practices | E |  |
| Suicide prevention trained e.g. ASIST/STORM, critical incident/ cultural competency traine | D |  |
| Experience of working with single and complex trauma including people affected by suicide | E |  |
| Demonstrate high levels of resilience and ability to self-monitor | E |  |
| Knowledge of Trauma Informed Care and Adverse Childhood Experiences | D |  |
| Experience of working with single and complex trauma | D |  |
| An ability to effectively monitor and evaluate services and support teams to ensure accuracy within the recording of information | E |  |
| An understanding of mental health services in the voluntary sector | D |  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Listening Ear Merseyside processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Yes/ No (please delete as appropriate)

Where did you hear about this job? Please specify where you found the job advert (e.g. Indeed, Charity Jobs, etc.)

Declaration:

Listening Ear is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

*I acknowledge that Listening Ear is under a duty to protect the funds it secures from grants, contracts and donations and to this end, I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.*

*I hereby certify that:*

* *All the information given by me on this form is correct to the best of my knowledge*
* *All questions relating to me have been accurately and fully answered*
* *I possess all the qualifications which I claim to hold*

**Signed: Dated:**

**To apply for this role, submit this completed form along with your current C.V. via email to:**

[**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)

**For enquiries relating to this role, please contact** [**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)**.**