

**- YMCA Northumberland -  
Application Pack  
Sessionional Cookery Worker**

Thank you for your interest in working with us.

Please find enclosed

- Application Details (Job Description, Person Specification and Terms and Conditions)
- Application Form
- Equal Opportunities Monitoring Form

If you have any questions before submitting your application, please call Rob Cox on (01670) 857167.

**Sending Your Application**

You must send your application to

Rob Cox  
Chief Executive  
YMCA Northumberland  
North View  
Ashington  
Northumberland  
NE63 9XQ

If you do not address your envelope like this, it may not get to the right person in time.

The closing date for applications is **21st September 2018**.

If you do not hear from us within two weeks of the closing date, unfortunately your application has not been successful on this occasion.

**Important Note about Postage**

Please make sure that you put the correct stamps on your application. Your application will normally need postage at the 'large letter' value.

**- YMCA Northumberland -  
Application Details  
Sessional Cookery Worker**

**Job Purpose**

To deliver and develop an activity cookery programme for children and young people.

**Main Responsibilities**

To contribute to publicising activities and encouraging children and young people to join.

To run and lead a number of weekly cookery sessions, combining learning and fun effectively.

To ensure that cookery activities are designed to be as accessible as possible to all children and young people within the relevant age group.

To work within a defined weekly budget for food ingredients.

To ensure that artwork is displayed in the YMCA.

To ensure that all participants are aware of boundaries, general expectations and the levels of commitment asked of them.

To assist in creating an atmosphere where the development of children and young people can occur.

To take responsibility for the the cooking studio and all related equipment, including the cleaning.

Maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedure.

Actively develop constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements for the delivery of high quality services.

To contribute to fundraising efforts of the YMCA.

To participate in staff meetings where appropriate.

To maintain highest levels of professionalism and confidentiality, with particular regard to work with young people.

To operate within the guidelines established for all YMCA staff.

To contribute effectively to the work of the staff team.

Other appropriate duties as required from time to time by the Chief Executive.

## **- Terms and Conditions of Employment - Sessional Cookery Worker**

**Based at:** YMCA Northumberland (Ashington)

**Reports to:** Programme Manager

**Hours:** 8 hours per week, with potential to increase hours

**Salary:** £9.00 per hour

**Duration:** Two year contract, with potential of continuation

### **Notice Period**

Two weeks from either side during the probationary period. One month from either side thereafter.

You may be dismissed without notice in the event of gross misconduct or gross negligence.

### **Paid Leave Entitlement**

28 working days per year pro-rata.

No more than two consecutive weeks can normally be taken together. All applications for leave must be submitted in advance and are subject to acceptance according to the operational needs of the YMCA. The holiday year runs from the start of April each year. Any member of staff starting or leaving part way through the holiday year will have a pro-rata holiday allocation.

### **Conditions of Employment**

The appointment is subject to

- A probationary period of six months.
- A medical assessment.
- An Enhanced Disclosure from the Criminal Records Bureau.
- Two Satisfactory references; one of which must be from the most recent employer

**- Person Specification -  
Sessional Cookery Worker**

<b>Essential Qualifications and Experience</b>	<b>Desirable Qualifications and Experience</b>
An ability to respect the Christian ethos of the YMCA and uphold its values.	Food Hygiene Certificate to Level 2 and/or 3
Ability to be creative and imaginative when planning cookery sessions.	Experience of working with children / young people in cooking sessions.
Food Hygiene Certificate to Level 1	A teaching qualification.
Demonstrable experience of leading or teaching cookery sessions.	
An active enthusiasm and energy about cooking.	
Experience of working with children / young people.	
Evidence of a good all-round standard of education	
A willingness to undertake further training if necessary.	
A commitment to working for the benefit of children and young people.	
Strong personal motivation and integrity.	
An ability to work alone and within a team.	
An ability to represent the YMCA positively and uphold the values of the Association.	
An ability to react appropriately in challenging situations.	
An ability to communicate easily with people of all ages and backgrounds.	
A flexible attitude to working hours and a willingness to cover for other staff at short notice in the event of absence.	



# APPLICATION FORM

IN CONFIDENCE

**Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.**

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

<b>1. JOB DETAILS</b> Post applied for  Location	
<b>2. PERSONAL DETAILS</b> Title Family Name First Name(s) <i>(Underline the name by which you want to be known)</i>	List below any other names by which you have been known
Address   Post Code Email address (if you may be contacted by email)	Home Telephone Mobile Telephone Work Telephone  May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
This YMCA has a normal retirement age of 65. Please tick if you are 65 years of age or over, or if you are within six months of reaching 65. <input type="checkbox"/>	National Insurance No.
Do you need a Work Permit before you can be employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details.	
Do you have any disability which may affect your application or employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details.   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.	
If appointed, how soon could you take up the post?	
Do you hold a current UK driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required for this post	

**3. RELIGIOUS BELIEFS / AFFILIATION**

You are not required to complete this Section unless the person specification/advertisement indicates that there is a genuine occupational requirement for the post holder to have a personal commitment to the Christian faith. Please refer to the enclosed Guidelines for further clarification.

What are your religious beliefs?

If you attend a place of worship, please give details.

If you are involved in Christian-related activities, please give details.

**4. EDUCATION, TRAINING AND DEVELOPMENT**

Please list your academic and other relevant qualifications starting with your most recent.

Qualifications

*If the post requires specific qualifications you will be required to provide documentary evidence before employment.*

Please describe other learning opportunities relevant to the position, e.g. training courses.

Learning Opportunity

*(continue on additional sheet if necessary)*

**5. PRESENT OR LAST EMPLOYER**

Employer's name and address

Post held

Date commenced

If left, give date and reason for leaving.

Please give a brief description of your duties and responsibilities.

*(continue on additional sheet if necessary)*

**6. PREVIOUS EMPLOYMENT AND EXPERIENCE**

Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first (*continue on additional sheet if necessary*).

Dates (month-year, from-to)	Employer	Duties undertaken	Reason for leaving
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Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service).

**7. REFERENCES**

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.**

<i>Referee 1</i>	<i>Referee 2</i>
Name	Name
Position	Position
Address	Address
Post code	Post code
Telephone No.	Telephone No.
In what capacity does this person know you?	In what capacity does this person know you?

**8. SUPPORTING INFORMATION**

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

**9. DECLARATION**

I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed

Date





**EQUAL OPPORTUNITIES POLICY  
MONITORING FORM**

**The YMCA is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.**

To help us monitor our equal opportunity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure, it is used only for monitoring purposes. This sheet will be separated from your application form before shortlisting.

Post applied for .....

Please tick the appropriate box

**Gender**          male                           female

**Age Range**

up to 25     26-35     36-45     46-55     56 and over

**Marital Status** .....

**Number of Dependants** .....

**Would you describe yourself as having a disability?**      Yes / No

**Where did you see this vacancy advertised** .....

*Please turn over*

**What is your ethnic group?**

**Please choose ONE section from A to E, then tick the appropriate box to indicate your background**

**A White**

- British
- English
- Scottish
- Welsh
- Other, please write in .....
- Irish
- Any other White background, please write in .....

**B Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in .....

**C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in .....

**D Black, Black British, Black English, Black Scottish, or Black Welsh**

- Caribbean
- African
- Any other Black background, please write in .....

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other ethnic group**

- Chinese
- Any other background, please write in .....

I understand that this information may be stored and processed as part of the YMCA's monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature.....

Date .....