

Home-Start Staffordshire Moorlands
School Yard, Earl Street, Leek, Staffordshire, ST13 6JT
Registered Charity Number: 1135201 **Chairperson:** Marion Aston
A Company Limited by Guarantee – Company Number: 7167797

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Office Opening Hours: Monday to Thursday 9.00 am – 12.30 pm



**HOME
START**
**Staffordshire
Moorlands**

2nd April, 2024

Dear Candidate

Thank you for your interest in the role of Manager of Home-Start Staffordshire Moorlands. This is a rewarding opportunity to lead our team committed to providing support to families across the Moorlands, responding to the challenges within the charity sector.

Enclosed is a pack giving further details about the post together with the paperwork necessary to complete an application. Please read this information and the guidance for the application form very carefully. Please note that the pay scale for this post is NJC scale 26-30 (see Job Description).

We suggest you firstly read the Information about the scheme which will give an overview of the post being advertised. Complete the enclosed application form paying careful attention to the job description and person specification. You are encouraged to ensure that your application, particularly the section pertaining to Relevant Skills, Knowledge and Experience explains how you meet the essential and desirable criteria.

Please contact info@homestartsm.org.uk if you have any questions or would like to schedule time to discuss this opportunity with a trustee.

We look forward to receiving your application. Please note that the closing date is 9am Tuesday 7th May 2024.

Yours sincerely,

Mrs Marion Aston
Chair of Trustees Homestart Staffordshire Moorlands
Email marion@homestartsm.org.uk

Job Description

Scheme Manager



Home-Start is committed to equal opportunities and to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Employer:	Home-Start Staffordshire Moorlands
Place of work:	School Yard, Earl Street, Leek, Staffordshire, ST13 6JT
Hours of work:	37.5 hours per week
Responsible to:	Board of Trustees
Responsible for:	All paid members of staff
Salary:	NJC Scale 26 - 30 (£34,834 - £38,223)

Home-Start Staffordshire Moorlands is a local charity that provides support to families with young children who are experiencing challenging times. Our support is delivered through various services including home-visiting, group support and telephone support. As the senior staff member within the organisation the role of the Manager is to oversee all operational management of the organisation whilst remaining accountable to the Board of Trustees.

Purposes of the job:

- To hold responsibility for maintaining an overview of the scheme.
- To ensure the effective day to day management of the scheme in accordance with the Home-Start Memorandum & Articles of Association; Home-Start Handbook, Home-Start Agreement and Quality Assurance Standards.
- To ensure the scheme maintains high standards of practice in supporting families within the Home-Start model.
- To ensure equality of opportunity, fairness, and diversity in all aspects of the scheme's work.
- To ensure good safeguarding practice in all aspects of the scheme's work.
- To take responsibility for providing leadership and management to the staff team.

Main Responsibilities:

Managing the scheme:

- Taking responsibility for the day-to-day management of the scheme.
- Reporting to and supporting the Board of Trustees to ensure the effective strategic management, development and future funding of the scheme.
- Fulfilling role of Company Secretary as required. This is a board level role.
- Ensure they are able to act as an officer of the Charity.

- Ensuring all Home-Start policies and procedures are implemented and reviewed.
- Ensuring effective administration, monitoring and financial systems are in place.
- Managing the operational work and deploying the scheme's staffing and financial resources in the most effective way.
- Ensuring the financial sustainability of the organisation through sound financial planning, risk management, bid writing, applications to grant giving organisations and income generation.
- Working in partnership with the board of trustees to recruit, select, induct, manage and deploy Coordinators and other paid employees.
- Leading the staff team and ensuring all employees receive effective supervision, direction and opportunities for development.
- Promoting the work of the scheme externally.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

Support for families:

- Maintaining an overview of the work with families.
- Ensuring support to families is of a high standard, in accordance with Home-Start's model, policies and procedures.
- To undertake the Strategic Lead role on safeguarding and promoting children's welfare and safeguarding vulnerable adults.
- The Manager may have a small caseload.

Managing Volunteers:

- Ensuring the scheme maintains an effective team of volunteers.
- Ensuring the scheme's policies and procedures are fully implemented in all aspects of working with volunteers including their recruitment, selection, preparation, support and supervision.
- Ensuring that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers.

Working in Partnership:

- Ensuring appropriate liaison and communication with referrers and other professionals.
- Networking appropriately within the community.
- Contributing to local policy and community development as appropriate.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

Any substantial or major changes will be negotiated.

This job description is current as of 19th March 2024.

Application Form - Guidance for Candidates

Guidance for applicants – completing the application form

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision whether or not to invite you for interview is based entirely on the information given on the application form.

General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
- Do not send curriculum vitae, as these will not be considered.
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

Personal Details

- Give your full name, address including postcode, telephone numbers and email address.
- If this post requires the use of a vehicle, this will be indicated on the application form.
- Where a post is suitable for job sharing, applications will be asked to state if they wish to consider a job share.

References

- You are asked to provide the names and contact details of two people who can provide a reference for you.
- One of the referees must be your current or most recent employer.
- Home-Start will only request a reference if we make you a conditional offer of the job.
- We may also contact your past employers where it seems necessary.

Education / job related and specialised training

- In the first box give details of your educational qualifications starting with the most recent.
- This first section must include school/college qualifications such as GCSEs, Highers, A' levels etc and should also include any further qualifications you may have such as a degree or management qualification.
- In the box headed job related qualifications/specialised training list any professional or job related qualifications you may have attained, for example in First Aid or child care etc. Start with the most recent.
- Please also include any 'on the job' training or CPD courses relevant to the post for which you are applying, for example supervision skills, fundraising courses, etc.
- Please include the grade attained (if applicable).

Present or Most Recent Job

If you are currently employed, please give details about your present job, including your notice period.

If you are not currently employed, please give information about your most recent job.

Previous Employment

Please give details of all your previous jobs since leaving school/college in date order *starting with the most recent*. Any gaps in your employment history will need to be explained in the section on page 4. Use a separate sheet if necessary – please name and number it.

Voluntary Work

Many people will have developed relevant skills and knowledge through voluntary work and work experience. Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed. Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained and record when and how you gained that experience in this section.

Gaps in employment history

Please list any gaps, and provide brief information explaining each – for example if you had time away from work while bringing up children or for travel etc. The interview panel may ask to clarify any gaps that aren't clearly explained.

Potential conflict of interest

Please record if you are related to / married to anyone who works for Home-Start Staffordshire Moorlands. If you are, it *does not* automatically exclude you from the process, but means that we can ensure a fair process for all concerned by not having your relative taking part in the selection process.

Other employment

Please record if you intend to continue working in any other capacity if you are offered this post with Home-Start, for example if you have another part time job or run a part time business etc.

Relevant Skills, Knowledge and Experience

This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification. Your answer must demonstrate how you meet each of the essential criteria or you will not be short listed for interview.

- Give examples to show how you meet each of the essential criteria, and the desirable where applicable, indicated on the person specification.
- Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
- Remember to draw on skills, knowledge and experience gained through any voluntary or unpaid work you have done as well from your previous paid employment.
- Please name and number any continuation sheets.
- Do not use more than 2 more continuation sheets (2 x A4).

Immigration, Asylum and Nationality Act

The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us.

Rehabilitation of Offenders Act / Criminal Convictions

If the vacancy is exempt from the Rehabilitation of Offenders legislation, this will be explained in the application form. If it is, you must indicate 'yes' on the application form if you have ever been convicted or cautioned in relation to a criminal offence, even if that is now 'spent'. If you are short listed you will be asked to provide more information.

If the post is not exempt from the provisions of the legislation, but you have any 'unspent' caution, conviction or bind over, you must declare this on the application form. If you are short listed you will be asked to provide more information.

Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

Disability

Please indicate if you consider yourself to have a disability, and if you would require any reasonable adjustment or other support to attend for interview.

Declaration

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Person Specification - Scheme Manager

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Scheme Manager.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

Person Specification – Scheme Manager			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (A level, NVQ level 4 or equivalent)	✓		
Employment History			
Relevant previous or current employment (in a leadership or management role)	✓	✓	
Managing the scheme			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Experience of managing and leading a project	✓	✓	
Experience of strategic management, planning and prioritising	✓	✓	
Ability to negotiate and secure funding	✓	✓	
Experience of developing and managing budgets and financial systems	✓	✓	
Experience of bid writing and income generation	✓	✓	
Ability to process and collate information	✓	✓	✓
Ability to prepare reports and statistical information	✓	✓	✓
Experience of working with families	✓	✓	
Competancy with Excel	✓		✓
Supporting families			
Understanding of the needs of families with young children	✓	✓	
Knowledge of safeguarding issues	✓	✓	
Knowledge of current legislation and policies relating to children and families	✓	✓	
Understanding of families where parents or children have additional needs	✓	✓	
Managing Others			
Experience of leading a team, including recruitment (staff or volunteers)	✓	✓	
Supervisory and staff development skills	✓	✓	
Skills in developing and delivering training programmes	✓	✓	

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Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓
Self management/personal attributes			
Interpersonal skills	✓	✓	
A positive and creative approach to tackling tasks	✓		✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓		
Understanding of the need for professional confidentiality	✓		
Good written and verbal communication skills	✓	✓	✓
Negotiating skills	✓		✓
		✓	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training		✓	
Willingness to access training opportunities	✓	✓	
Car driver	✓		
Eligibility to work in the UK	✓		
DESIRABLE			
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	✓		
Experience of work in the voluntary sector or as a volunteer	✓		
Experience of working with a trustee board	✓	✓	

Home-Start Staffordshire Moorlands

Mission

Home-Start Staffordshire Moorlands is part of a local community network of trained volunteers and expert support helping families with children and young people through challenging times. Home-Start help parents be the best they can be. There's no judgement, just compassionate, confidential help and expert support. Starting in the home our approach is as individual as the families we work with.

The Local Picture and Staff Team

Home-Start Staffordshire Moorlands was established in June 1998. The scheme provides support – both group and home visiting support to families primarily who have children aged 0-4 who live in the Staffordshire Moorlands district. The scheme delivers home visiting support through a team of volunteers who provide practical and emotional support to families together with our skilled and experienced Family Support Volunteer Coordinators. In addition, we run groups at our office in Leek and elsewhere in the district and also provide Book Start visits to families in their own homes to promote early communication and learning.

The scheme has operated in the Moorlands for 25 years and in 2017 was awarded the Queen's Award for Volunteering which recognises the quality of support provided by volunteers in the District.

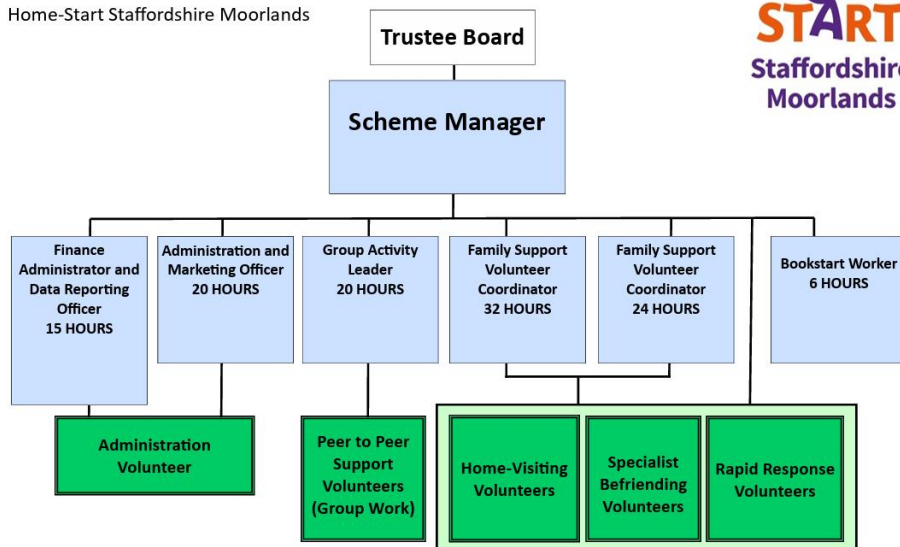
In the last year the scheme supported over 120 families across the district through our home visiting and group support.

You can discover more about Home-Start Staffordshire Moorlands from our website (www.homestartsm.org.uk) or at the Charity Commission – registered number 1135201 or at Companies House – registered number 7167797.

Background information

Resource Structure

Home-Start Staffordshire Moorlands



Additionally:

- **Volunteers:** The scheme currently has 30 volunteers involved in the scheme. Currently 22 volunteers are providing direct home visiting support to families, 1 volunteer assist at our groups and 1 volunteer helps with administrative support in the office. The scheme is committed to increasing the number of volunteers involved in the organisation.
- **Trustee board:** The scheme has a strong and engaged trustee board comprising of 9 individuals from a range of backgrounds: including industry, finance, marketing, social care, health and education. There are 2 volunteer representatives on the board and an ex-family.
- The scheme benefits from healthy reserves and is reliant on grant and fundraising income. The current budget is around £160K and the scheme currently has grant funding from Reaching Communities and BBC Children in Need . We also have funding in place from Universities Hospitals of North Midlands & NHS Charities Together and The Garfield Weston Foundation. The scheme has funding available to resource a Funding Associate (known to the scheme) to support grant/bid applications in the year ahead and preparatory work on some future bids will be undertaken over summer/early autumn.
- The scheme's support is focussed on the early years (0-4).

What the staff team said they are looking for in our new Manager:

Empathy for our families	Want the best for our Home-Start families	Relevant experience in a similar role	Non-judgemental
Listens to others & respects others' views & experience	To support and build on the strengths of the team	Honest, kind, friendly and fair	Organised
Approachable	Purpose driven & altruistic	Team Player	Flexible & empathic to the lives of the team
Knowledge of charity finance, grants & fundraising	Open minded	Diligent	Someone who embodies the ethos of Home-Start
Inspire self-development, self -esteem, pride, achievement of purpose & avoid micro management			

The main terms and conditions include:

Contract – Permanent

Salary - NJC Scale 26 - 30 (£34,834 - £38,223)

Hours – 37.5 hours.pw

Responsible to – Board of Trustees

Holidays – Holiday entitlement is 4 weeks of the normal working week per holiday year. In addition there is entitlement to a further 8 bank holidays on a pro rata basis.

Notice Period – The probationary period is 6 months, during this period notice is 1 week and thereafter 3 months.

Disclosure and Barring – Due to the nature of our work background checks (references) will be taken up, you will be required to have an enhanced DBS check.

Finance Checks- Due to the nature of the responsibilities involving funding applications and management responsibility for finances, all candidates will need to complete Charity Commission automatic disclosure form. (enclosed)

Pension - Home-Start is a member of the TPT Retirement Solutions (formerly The Pensions Trust) – Growth Plan Series 4 and the Ethical Fund. Full details of the scheme are available from the scheme. Upon admission Home-Start Staffordshire Moorlands will pay a contribution of 8% of your salary provided that staff contribute a minimum of 2% of their salary.

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Application Form

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application. The closing date for this application is **9 am on Tuesday 7th May, 2024**. Any applications received after this time and date cannot be considered. The interviews will be held during the **first week of June 2024**. Please return your completed application form to Info@homestartsm.org.uk, Home-Start Staffordshire Moorlands, School Yard, Earl Street, Leek, Staffordshire, ST13 6JT.

PLEASE SIGN AND DATE THE APPLICATION ON THE FINAL PAGE

Personal Details:

Position Applied For:	Manager – 37.5 hours per week		
Closing Date:	Tuesday 7th May by 9 am		
Interview Date:	Between 3rd and 7th June 2024		
Full Name:			
Address & Postcode:			
	Postcode:		
If you have been at this address for less than five years, please give previous addresses: <i>Continue on a separate sheet if necessary.</i>	Postcode:		
Home Telephone Number:	Mobile Telephone Number:		
Email Address:			
This post requires the use of a vehicle			
Do you have access to the use of a vehicle?	Yes / No		
Do you hold a current driving licence?	Yes / No		
This job <i>is not</i> open to job share.			

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



References

Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current and most recent employer. We will only contact your referees if we make you a conditional offer.

Please ask permission prior to submitting referees' details and confirm full address.

Referee 1	Referee 2
Time known this person:	Time known this person:
In what capacity:	In what capacity:
Name:	Name:
Address & Postcode:	Address & Postcode:
Phone number:	Phone number:
Email address:	Email address:

Education

Subjects	Qualifications gained (e.g. GCSE, 'A'level, Highers, NVQ, Degree)	Grade

Job related qualifications/specialised training

Course title and qualification achieved (if applicable)	Grade

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



We would like to get a picture of your experience to date, detail as requested below.

Present or most recent job:

Job title:	Employer's name and address
Date started:	
Date finished:	
Salary:	
Notice required:	
Purpose of job and main tasks:	

Previous employment, most recent first

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about any voluntary or unpaid work, starting with most recent

Organisation	Role	From	To	Brief description of duties	Reason for leaving

Please tell us about gaps in your employment history, starting with the most recent with reasons e.g. career break to look after children or other dependants, travelling, training or education.

From	To	Reason

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Are you related to any person who works in a paid or unpaid capacity for Home-Start?

YES/NO

If yes please give details

If offered this position, do you intend to continue working in any other capacity?

YES/NO If yes give details

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Relevant skills, knowledge and experience

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item. Please structure your statement adopting the **key headings of the person specification**. Please use no more than two continuation sheets.

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Immigration, Asylum and Nationality Act 2006

Are you eligible to work in the UK?
YES/NO

IMPORTANT NOTICE

Please read the following information carefully before signing and submitting your application.

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service](https://www.nacro.org.uk/criminal-record-support-service/) website. Further information can also be found on the Nacro website <https://www.nacro.org.uk/criminal-record-support-service/>.

Disclosure of criminal records will be requested from the Disclosure and Barring Service to assist with decision making for this role.

Please note: A criminal record will not necessarily be a bar to an applicant obtaining a position.

*A copy of the following policies are available on request: the **Home-Start Staffordshire Moorlands Ex-Offenders Policy**, the **Code of Practice** and the **Home-Start Staffordshire Moorlands] Policy on Handling Disclosure information**.*

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?

Are you, or have you ever been the subject of fitness to practice proceeding by a UK or overseas licensing regulatory body?

Yes No

If you answered yes to any of the above, please disclose the details under separate cover. Please mark a cross on the line below and attach the details in a separate document marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details separately_____ (Please mark with an X if appropriate.)

Yes, I confirm I am eligible to perform the role of officer within this charity. I have completed and understand the nature of the Automatic Disqualification Form provided.

Home-Start Staffordshire Moorlands is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



CONFIDENTIALITY

During the course of their work, staff will be aware of information concerning the Charity's activities, its staff, volunteers and other personal information relating to children and their families. I understand that this is confidential information and must not be used for any purpose other than the performance of duties and must not be divulged to unauthorised persons, nor used for the production of articles, books etc. without the Charity's specific agreement.

YOUR DATA

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, the educational institutions with whom we may undertake to verify your qualifications with and any criminal record checks for recruitment purposes only. Home-Start Staffordshire Moorlands will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please see our **privacy notice for job applicants which is available on the Home-Start web site** – <https://www.homestartsm.org.uk/files/about.html>.

I confirm that the information given on this form is correct and that I have not knowingly withheld any material fact. Under the Data Protection Act 2018, I hereby consent for the information in this application form, about myself and others, to be processed by Home-Start Staffordshire Moorlands for the purposes of recruitment. I hereby give my permission to those individuals or organisations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described role and other information as they deem appropriate

Print Name:

Signature:

Date:

For successful applicants this application form will subsequently be held on their personnel file, and those who are unsuccessful, it will be held for a maximum of 6 months and then destroyed.

Senior Charity Manager positions– Automatic Disqualification Declaration

This declaration will be used by: **Scheme Manager**

- Home-Start Staffordshire Moorlands to make sure that individuals who hold (or who are applying for) a senior manager position will not become disqualified from holding that position from 1 August 2018. Home-Start Staffordshire Moorlands will require the individual to complete this declaration alongside any other pre-employment checks.
- Individuals who hold, or who are applying for, a senior manager position, to declare that they will become disqualified from holding that position from 1 August 2018

Senior manager positions have the responsibilities of a chief executive or chief finance director/chief financial officer

Home-Start Staffordshire Moorlands will ensure any declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR)

From 1 August 2018 individuals will be automatically disqualified from holding a senior manager position within a charity if:-

- One or more of the reasons in Annex A apply; and
- They have not obtained or applied for a waiver of that disqualification from the Charity Commission

Completing the Declaration

Read the automatic disqualification guidance in Annex A (see below) to this form to decide if you will be disqualified from 1 August 2018. Complete and sign this declaration to confirm that you will not be disqualified. If one of the disqualification reasons does apply, you may be able to apply for a waiver from the Charity Commission which will allow you to take up or continue to act as a trustee

A copy of the completed form will be kept by Home-Start Staffordshire Moorlands The form should not be sent to the Charity Commission.

DECLARATION

I declare that:

- I am not disqualified from holding a senior manager position from 1 August 2018; and
- I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me

Full name: _____

Signature: _____ Date: _____

Charity Name and Number: _____

Annex A – Disqualification Reasons

After 1 August 2018, you will be automatically disqualified from acting as a trustee or senior manager if:

1. You have an **unspent** conviction for any of the following:
 - a. An offence involving **deception or dishonesty**
 - b. **A terrorism** offence
 - a. To which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. Under sections 13 or 19 of the Terrorism Act 2000
 - c. **A money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d. A **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e. An offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f. An offence of **misconduct in public office, perjury or perverting the course of justice**
 - g. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence
1. You are **on the Sex Offenders Register** (ie, subject to notification requirements of Part 2 of the Sexual Offences Act)
2. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
3. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011
4. You are a **designated person** for the purpose of part 1, of the Terrorist Asset-Freezing, etc, act 2010, or the Al-Qaida (Asset-Freezing) Regulations 2011
5. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
6. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have been **removed from management or control of anybody** under section s34(5)e of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

8. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
9. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
10. You **have an individual voluntary arrangement (IVA)** to pay off debts with creditors
11. You are **subject** to a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order
12. You are **subject to an order made under s.429(2) of the Insolvency Act 1986 (Failure to pay under a County Court Administration Order)**

Equality and diversity monitoring form

This is a sample form that you can adapt or develop to meet your needs. Make sure you adapt this template to comply with the UK General Data Protection Regulation (UK GDPR). If you need help with this go to www.ico.org.uk.

Home-Start Staffordshire Moorlands wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact our office.

Please return the completed form with your application.

Sex and gender identity

What is your sex?

Female Male Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please write in:

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual

Pansexual Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say