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| **My Ends - Family Practitioner**  **GENERAL INFORMATION** |

# **Contents**

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* Information regarding the application process and the structure of the interview
* Job Description
* Person Specification
* Application Form

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| BME logo 2013-2  Croydon BME Forum  56a Mitcham Road,  Croydon  CR0 3RG Email: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org) |

Dear Applicant,

Thank you for your interest in the above post of **Family Practitioner.**

Please find enclosed an application pack, which should be completed and returned by email or post to the address above **no later than 5pm Friday 26th May 2023.**

Kindly ensure you allow adequate time for your email to arrive in my inbox by 5pm at the latest as it will not be possible to accept applications after the 5pm deadline.

If you have any queries about the post, you are welcome to contact me on the number or email below.

We look forward to receiving your completed application form.

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| **Application Information**  **Family Practitioner** |

##### CLOSING DATE

# The closing date for return of completed applications is **5pm Friday 26th May 2023.**

# Your application should be returned by email to: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org)

# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form.

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature, but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within 2 weeks after the closing date, please assume you have not been successful.

**Interview Details**

Please note there will be two parts to the interview process:

1. **A Presentation**: we would like you do a 10-minute PowerPoint presentation at the start of the interview. The subject for the presentation will be given to you if you are invited to interview.
2. **Face to face interview:** by a panel comprising 3 people: The Chief Executive of Croydon BME Forum, and two others members. We expect this part of the interview to last for 45 minutes.

The interviews will be held at 56a Mitcham Road, Croydon CR0 3RG on **Tuesday 30th May 2023.**

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

**Applicant Details**

Insert all the relevant information including any contact details.

**Qualifications and Training**  
Include all your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement based on your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview, and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum. Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date and will take up references for a full 2-year period prior to your employment.

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| **Job Description  Family Practitioner** |

**LOCATION:** Wellness Centre and Mitcham Road Head Office

**RESPONSIBLE TO:** Chief Executive Officer of Croydon BME Forum

**SALARY:** £20,000 per year   
**HOURS:** 21 hours per week **(Must be available to work Fridays)  
LENGTH:** 12 month fixed-term contract

**Context of the Role:**This project forms a part of My Ends, which is funded by The Mayor of London. This fund provides local community-led consortia with direct funding and support, to deliver targeted interventions to tackle violence in the neighbourhood.

This project aims to support parents, in developing stronger and more resilient families (to better support young people). This will be done through the following:

* Parents can explore and identify stress affecting the household.
* Parents are informed of their needs and support available to meet these.
* Learn new skills for communicating effectively with their children.
* Appropriate use of parental authority, boundaries and improved behaviour and self-regulation.
* Increased awareness of child development and appropriate response to various characteristics, different ages and stages.
* Parents are able to recognise changes to ‘normal behaviour’ and work with partners and services who offer appropriate intervention and guidance.
* Reduction in conflict and challenging or unacceptable behaviour.
* Establish networks of support, and build links within their community
* Achieve positive change in family relationships.
* Improve parental and child mental health and emotional wellbeing.
* Appropriate support for parents through the transition from junior to secondary school.
* Advocate for parents with children, with SEND/ECHP to ensure their child/ren are getting the right outcomes.
* Ensure policies/procedures are in line with government guidelines.
* Assess specific educational needs of the child/ren, providing recommendations for the child/children’s support.
* Referral to other services or community groups already in the community that may benefit the families long term goals.

Target Group/s:

* Parents facing financial/economic pressures.
* Parents whose children are at risk of exclusion.
* Parents whose children are in the transitioning between primary and secondary school.
* Parents who need of/would like advice, guidance and support
* Parents whose children are not in education.
* Parents whose children have special educational needs/ECHP plans

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| **PERSON SPECIFICATION** |

**Key Responsibilities**

* Supporting parents on a one-to-one basis, providing advice and guidance that suits the individual needs of each parent and their children.
* The successful engagement of 40 parents/families.
* Organise and facilitate two workshops a month (face to face and online to suit parental timings).
* Coordinate eight coffee mornings to allow for socialising and opportunities to access other support services
* Attend the My Ends meeting every Friday.
* Attend events hosted by the Violence Reduction Unit where appropriate.
* Collect accurate and reliable data that is relevant to the project outcomes.
* Write quarterly progress update reports.
* Submit quarterly financial reporting spreadsheet and participant information spreadsheet.
* Ensure the project meets its targets/outputs.
* Manage referrals which will come from Youth Offending Service, local VRU, department and My Ends Partners.

**Essential Criteria:**

* A qualification in childcare/child development, health & social care, counselling or a related professional qualification.
* Experience of working as a family practitioner or similar role.
* An ability to work collaboratively with families to build trust, identify support needs and offer emotional/practical support.
* A good understanding of the development needs of children and of parenting and a solid understanding of mental health and disability issues, drug and alcohol use, domestic violence and poverty and the way these impact on children and family life.
* An understanding of the impact of discrimination and social exclusion on the lives of children and families and how this can be addressed through service provision.
* An understanding of the experience of Black children in school/education, in particular young Black boys. This includes but is not limited to disproportionate disciplinary procedures, exclusion and discriminatory hair policies.
* An ability to assess parents’ strengths, skills, and difficulties with them in their own home through an awareness of good parenting, and a good understanding of risk factors to children and adults.
* Working knowledge of children safeguarding procedures/processes.
* The ability to communicate with parents and other local organisations in a clear and professional way.
* Good knowledge of the role of statutory and voluntary organisations providing care to families.

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| **CROYDON BME FORUM**  **APPLICATION FORM**  Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

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| Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION A: PERSONAL DETAILS**  Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone (daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION B: EMPLOYMENT**  Please tell us about your employment history starting with your current or most recent employment | |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

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| Address |  |
| Summary of Duties |  |
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| Reason for Leaving |  |

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| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue a separate sheet if necessary.

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| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| **Education** | | | |
| Dates | | School / College / University attended | Qualifications Obtained  (Please state name of examining board) |
| From: | To: |
|  |  |  |  |

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| **Professional Qualifications** | | | |
| Dates | | Qualifications  (Please state name of examining board) | Course Details |
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| **Relevant Training**  (Please list dates, examining or organising board) |
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| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**  Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue a separate sheet if necessary) |
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| **SECTION E: OTHER DETAILS** |
| **Convictions**  Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974 |
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| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?  If yes, pls give details |

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| **SECTION E: REFERENCES**  We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted. | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview:  Referee 1: YES / NO Referee 2: YES / NO | |

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| **SECTION G: DECLARATION** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details  SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |