

**WELCOME FROM JULIO ABRAHAM, CHIEF EXECUTIVE**

Dear Candidate

Thank you for the interest you’re expressing in a role with the Night Shelter Projects with Derby City Mission.

Although only a small team we are all very committed to our organisation and our values of Loving, Investing, Freeing and Empowering form a real thread through all we strive to achieve. We are fortunate to also have around 500 volunteers who help bring love and hope to our city and help us provide care and support for anyone in difficulty.

The impact that we have across our city is growing and this is an exciting time to become part of our team and help us fulfil our Christian mission and purpose which underpins everything we do.

I look forward to receiving your application and welcoming you to the important work we do.

Yours faithfully



Julio Abraham

CEO

If you would like to know more about our organisation before formally applying please call in and visit us, look at our web site <https://www.derbycitymission.org.uk/> or telephone on 01332 460346.

Also available on our web site is information on https://www.derbycitymission.org.uk/governance which provides details on financial statements, equal opportunities and our basis of faith.

### Please submit your completed application form, along with a copy of your CV, to Mrs Viv Merkelt at office@derbycitymission.org.uk. The closing date for applications is midday on Friday 27th September 2019. All correspondence will be acknowledged within 48 hours. If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 01332 460346. We expect to be holding interviews for Derby on Thursday 3rd and Friday 4th October 2019 and interviews for Chesterfield on Thursday 17th and Friday 18th October 2019 and will provide forewarning if these dates changes. If successful, training will be provided, including shadowing a shift in another of our projects, and you will be paid for your attendance.

NB – the successful candidate, having been offered the role, may be required to provide information for a pre-employment health check.

**Introduction**

Derby City Mission exists to make disciples of every people group in partnership with churches and other agencies by demonstrating God’s love and bringing hope. The Mission was founded in 1989 and reaches out to serve the vulnerable and those in need. So we help those caught in debt at our Jubilee clinics and reach out to the homeless, street drinkers and refugees through Derby Churches Nightshelter, Guest Support and Recovery Lunch.

We are committed to empowering and fostering partnerships within both the church and city agencies. For example, we partner with local churches, Derby City Council and the Police to provide Street Pastors to care, listen and support those who get into difficulty while out clubbing on Friday and Saturday nights.

We help to equip the local church in evangelism and provide structures for churches to work together in mission; whether it’s through the proclamation of the Gospel or advising and training churches in evangelism and social action.

Prayer undergirds all that we do and forms an important part of our working week as staff. Last year there has been a growing commitment to prayer in the churches through Derby City Mission lead initiative - Citywide Prayer. God is at work in our city.

**Derby City Mission’s values may be encapsulated as follows.**

**Loving**

Love is fundamental to the Christian faith. We believe God is love. It is because God loves all humankind that He sent His son to pay the price for sin by dying in our place. Without an attitude of love we can do nothing of lasting value. We demonstrate love through compassion to the needy, respect for individuals, treating all people with equality, generosity, humility in service, being customer-focused, patient, kind, open and honest in all we do.

**Investing**

This value brings together our replication of Jesus’ unique persistence in investing time, practical, emotional and spiritual effort into the impoverished (both the “needy” impoverished and the apparently better off but spiritually poor). Our investment includes a commitment to learning, willingness to risk, aspiration to excellence, quality of service, innovation, and celebration of success.

**Freeing**

Jesus announced His mission as a fulfilment of God’s plan for the release of captives. Carrying on His mission, we not only free people struggling with life, to be who He intends them to be, but also free our volunteers to give in ministries God has called them to. We free Churches and organisations to be their best in partnership with us. We also free up possibilities for the statutory and Government authorities, reaching where they struggle to reach and providing solutions that aim towards sustainable, thriving outcomes.

**Empowering**

Jesus promises to all life in all its abundance. We design our ministries to enable progression in life, rather than to create a dependency culture. Our experience is that individuals can and do overcome addiction, relationship difficulties and issues which blight their lives or restrict their potential and come to develop the ability to make healthy choices. We aim to accompany them on their walk from captivity to freedom, and ultimately freedom in Christ.

**Derby City Mission is a member of the Evangelical Alliance and we hold to their statement of faith.**

**WE BELIEVE IN...**

* The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
* The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
* The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
* The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
* The incarnation of God’s eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
* The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
* The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
* The justification of sinners solely by the grace of God through faith in Christ.
* The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
* The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
* The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

**INSTRUCTIONS FOR APPLICANTS**

Please either print and complete by hand, using black ink or fill electronically using a computer. Please ensure you save a copy before sending via email.

Please refer to the instructions given in the job description for further information about the application process and how to submit your application.

**JOB APPLIED FOR**

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| Job title:  |
| Department: Safe Space |

1. **PERSONAL INFORMATION**

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| --- | --- |
| Surname:  | Initials:      |
| First name:  | Previous last name (if applicable):       |
| Address:  |
| Town/City:  | Email address:  |
| Postcode:  | Home telephone number:  |
| Nationality:  | Mobile telephone number:  |
| National Insurance No:  | Work telephone number:  |

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| If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? |   |
| If you already have a work permit, when does it expire? *(Please note that your current work permit may not be valid for this post.)* | Expiry date:  |
| Do you hold a current UK/EU driving license? |   |
| Where did you learn of the post? |  |

**2. References**

Please give details of two referees, the first of which should be your current or most recent employer and the second should be your church minister. If you have not worked for some time, give the name of someone who knows about what you can do and who can comment on your ability to do the job.

We will follow up references for successful candidates so you should ask permission from your chosen referee.

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| **Referee 1:** |  |
| Name and title:  | Your relationship to referee:       |
| Address:  |
|       | Postcode:  |
| Telephone number:   | Fax number:       |
| Email:  |
| Please state if we may obtain this reference prior to interview:  |
| **Referee 2:** |
| Name and title:  | Your relationship to referee:  |
| Address:  |
|       | Postcode:       |
| Telephone number:  | Fax number:       |
| Email address:  |
| Please state if we may obtain this reference prior to interview:  |

3. CHRISTIAN EXPERIENCE

Derby City Mission is a Christian organisation. Please tell us about how your beliefs and conduct align with the Evangelical Alliance’s Statement of Faith and Derby City Mission’s Mission Statement and Values.

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Are you currently in membership of a local Church, if so which, and what role do you play in its life?

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**4. Employment history**

Please list in order (most recent job first) all of the organisations you have worked for, both full time and part time (continue on section 8 of this form under ‘Additional information’ if necessary). You should explain the reason for any breaks in employment dates. If you have not had a paid job before or you have been out of work for some time, write down in this section details of any relevant voluntary work or experience.

**Present or last employer**

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| --- | --- |
| Name of employer:  | Job title:     |
| Address:  |
|       | Postcode:     |
| Salary/Grade:  | Employed from and to  |
| Notice required:  | Telephone number:  |
| Your reason for leaving or wishing to leave:  |
| Please notify us of any dates you are unavailable for interview:  |
| Please outline to whom you are responsible and staff responsible to you (if applicable):  |
| Main duties: Responsibilities include: |

**Previous employers**

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| --- | --- |
| Name:  | Job title:  |
| Address:   | Postcode:  |
| Telephone number:  |
| Salary:  | Employed from to  |
| Your reason for leaving:  |
| Main duties: Responsibilities include: |

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| --- | --- |
| Name:  | Job title:  |
| Address:  | Postcode:  |
| Telephone number:       |
| Salary:  | Employed from   to       |
| Your reason for leaving:  |
| Main duties: Responsibilities include: |

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| --- | --- |
| Name:  | Job title:     |
| Address:  | Postcode:  |
| Telephone number:       |
| Salary:  | Employed from and to |
| Your reason for leaving:  |
| Main duties:  |
|  |
| Name:  | Job title:  |
| Address:  | Postcode: |
| Telephone number:       |
| Salary:  | Employed from and to |
| Your reason for leaving:       |
| Main duties: |

Continue on section 8 of this form under ‘Additional information’ if necessary.

**5. EDUCATION**

Please enter details of any education you have received that is relevant to the job you are applying for, what subject(s) you were studying, the date you started and finished the course, whether it was full or part time, evenings etc. You should also tell us what qualifications or certificates you have. Original certificate/s must be produced at interview stage.

| Dates |  | Subject(s) studied | Full /Part time | Qualifications /Certificates |
| --- | --- | --- | --- | --- |
| From | To |  |  |  |
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Continue on section 8 of this form under ‘Additional information’ if necessary.

**6. Training**

Please enter details of any short or part-time training courses you have attended that may be relevant to the job, how long were they, for example, one day, one week and if you received a certificate on completion.

| Dates |  | Subject(s) studied | Full /Part time | Qualifications /Certificates |
| --- | --- | --- | --- | --- |
| From | To |  |  |  |
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Continue on section 8 of this form under ‘Additional information’ if necessary.

**7. Relevant experience, skills and training**

Please read the Job Description and Person Specification for this post carefully. Please set out clearly how your skills, abilities and experience make you suitable for this job. These may have been gained through previous jobs, voluntary or community work, spare time activities and training. You should give examples where possible of how and where you have demonstrated these. It is not sufficient to say I can, I am able or I believe etc. What you write in this section will be used to decide whether or not to shortlist you for the job.

This section must be no more than three A4 sides (No less than 10 points, Arial font.)

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**8. ADDITIONAL INFORMATION**

Please enter any additional information relating to previous sections (with appropriate headings) below:

Data Protection Law

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 and General Data Protection Regulations 2018 the information you give will only be used for the purpose of HR management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

Equality Act 2010

If selected for interview, do you require any special arrangements to be made on account of a disability?

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

As this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, both spent and unspent convictions must be declared.

Please complete and return the enclosed self-declaration form separately. Full instructions and noted are provided within.

Asylum and Immigration Act 1996

Under Section 8 of the Asylum & Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/ letter from the Home Office.

Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of HR management.

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| --- | --- |
| Date | Signed  |

Derby City Mission Limited (“DCM”) is a Christian missionary organisation. Its purposes combine social action with the presentation of the Gospel of Christ (typically, but not exclusively) in informal settings. All employees are expected to participate in and, if requested, lead acts of Christian worship and prayer, which are part of DCM’s regular team events. All employees are also expected to belong to a worshipping Christian community, from which to draw personal and prayer support, which DCM regards as vital to underpin an employee’s contribution to our mission and activities in the sectors of society with whom we work. The nature of our work is that all employees, whatever their role, have contact with our guests, service recipients, and stakeholders. In the course of that contact, they will be placed in a position where an explanation of the Christian faith which underpins and forms the basis of our work and policies may be asked for or required. We expect the holder of this post to have a current personal experience of the work of Christ in their life, to enable them to explain the work of DCM and discharge their work duties.

Self-declaration Form for a Position Requiring a Disclosure

**STRICTLY CONFIDENTIAL**

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: Viv Merkelt

Address: 25 Charnwood Street, Derby, DE1 2GU

Appointment applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONVICTION HISTORY**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please circle)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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*For notes marked with an asterix, please see links on page 17.*

**POLICE INVESTIGATIONS**

Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction?

Yes No (please circle)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)?

Yes No (please circle)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please circle)

If yes, please give details.

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the organisation responsible for processing disclosure** **applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I** **understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable** **adults and/or the termination of my employment.**

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall **within** the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB: Those applying for work with children and/or vulnerable adults in positions which fall **outside** the scope of regulated activity should not complete the declaration above.

\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf>

**LEGALESE – ATTACHED NOTES**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

**Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: https://www.gov.uk/government/collections/dbs-filtering-guidance