We are actively committed to safeguarding and promoting the welfare of our members and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

Thank you for expressing an interest in joining our team

We hope you will find this information useful and we look forward to hearing from you.

1. Making an Application

1.1. Application Form

If you wish to be considered for this post please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment history please state the reasons why (e.g. gap year, career break, unemployed, etc).

You will note that we require details of two Referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

1.2. Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the Job Description and Person Specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet. Please ensure that you answer every point of the Person Specification. Failure to do so may result in your application not being shortlisted.

Please remember to sign the declaration on the final page of the Application Form. If you have submitted your Application Form electronically you will be asked to sign this if shortlisted at interview.

2. Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children and vulnerable adults.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection

process.

We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact GATE Herts if you need to discuss this in any detail.
We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

3. Pre Employment Checks

3.1. References

If you are shortlisted we will take up references. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children and/or adults at risk.

Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Sickness absence record information will only be requested for the preferred candidate. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

3.2. Disclosure and Barring Check

Employment at GATE Herts is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Barred List where appropriate. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in2013), some posts at GATE Herts are classed as regulated activity and therefore an Enhanced DBS check will be undertaken.

On 29th May 2013 legislation came into force under this Act that mean as an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'. For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts at the end of this document. Alternatively, guidance can be found on the DBS website.

Please be aware that spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Policy Statement on the recruitment of ex- offenders which is available on request.

3.3. Right to Work in the United Kingdom

Under the Immigration Act 2016, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

4. GATE HERTS Policies

4.1. Safeguarding

GATE Herts is committed to the safeguarding children, young people and vulnerable adults and promoting the welfare of those we work with and support and expects all staff and volunteers to share this commitment. We have a designated member of the Senior Management Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our safeguarding policies.

4.2. Whistle Blowing

We recognise that our members may find it difficult to raise concerns in an environment where the staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

4.3. Code of Conduct and Personal Behaviour

GATE Herts believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and members. All employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone at GATE Herts has an absolute duty to promote and safeguard the welfare of children and adults at risk.

4.4. Equality and Diversity

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

4.5. Data Protection

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, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. GATE Herts 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 and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available in the application pack.
Full details of all these policies are available at GATE Herts.

GATE Herts

Job Title: Communications Officer

Reporting To:CEO and Hub Manager

Salary: NJC NJC Spinal Point 12 £22,183 per annum pro rata (2020/2021 rates) (equivalent to £11.50 per hour)

Hours: 15 hoursperweek

Location: Cuffley, Hertfordshire

We are looking to employ a dedicated Communications Officer to join our Team. The Communications Officer will support our internal and external communications strategy, write and disseminate publicity material, respond to inquiries from the public and media, manage our social media accountsand co-ordinate promotional events.

We would like to hear from candidates who are passionate about social change and keen to share our vision of empowerment of,and equality for, Gypsy, Roma and Traveller communities.

Who we are?

GATE Herts is a Registered Charity with a mission to represent and empower Gypsies, Roma and Travellers to seek equality, increase social inclusion and challenge hate crime and discrimination. In partnership with the GRT community, we use our grass-roots knowledge, experience, networks and growing reputation to influence local, regional and national policy.

GATE Herts has been recently awarded a grant by the The National Lottery Community Fund to develop a Community Hub to provide and develop our ongoing services, to provide support and training to the GRT community and to design and develop new projects going forward. For more information visit our website www.gateherts.org.uk

The Hub

The Hub will be a family-oriented Centre with activities for all members of the family and thedifferent types of users that access our services.

- Children
- Youth
- Adults
- Older people
- Women

The Hub will serve as the centre from which our existing services will be delivered and in addition to providing a central place for meetings of the communities will allow us to organise our other in demand services such as youth homework club, women's group meeting, gardening club, skills training, and capacity building programmes.

In addition to the Hub providing services to support these client groups, it will also provide activities in the following thematic areas of:

- Welfare support and advice
- Education and training
- Health and social care
- Leisure and sports
- Employment and enterprise developments
- Accommodation

Job Summary (Probation Period of 3 Months)

Our growing organisation is looking for an experienced Communications Officer to create and implement communications strategies that further our goals. We are looking for a passionate, self-motivated individual who is keen to join our highly committed team. Weare in need of someone who can promote our work, interact with the GRT community and establish productive communication relationships with key stakeholders, the public, funders and service providers. Applicants should be excited about developing and implementing plans to engage target audiences and spread the message about our work and increase our coverage and reach. The ideal candidate should have a proven track record of success in the communications sector or related fields, as well as excellent written and verbal communication skills.

Key Duties:

- To manage, develop and expand GATE Herts communication activity.
- To create a Communications Strategy.
- To develop content through appropriate social media platforms.
- To oversee GATE Herts website, ensuring content is current, accurate and pertinent.
- To create draft Press Releases and statements for the Chief Officer's and Chair's approval.
- To advise on marketing, advertising and other external communications.
- To liaise with stakeholders, partners and GRT communities.
- To oversee local, countywide and national press responses to GRT community issues and advise the Team.
- To monitor and report on social media metrics and analytics.
- To provide administrative support to the senior Management Team with communications' issues.
- To challenge racism, discrimination and stereotypical statements and discourses wherever encountered.

Person Specification - Essential requirements

1. Knowledge, understanding and experience of working with the GRT community.
2. Experience in a professional communications role.
3. Knowledge of desktop publishing software (InDesign/Photoshop, Canva, animation etc).
4. Web management and editing skills.
5. Excellent verbal, written, and interpersonal skills.
6. Good time management and organisational skills.
7. Proficient in Microsoft Office, WordPress and social and creative media platforms.
8. Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly and effectively.
9. Excellent copywriting and PR skills
10. Good team player with a flexible, industrious attitude.
11. Ability to show initiative and work positively under pressure.
12. An understanding of, and experience relating to, safeguarding of children, young people and vulnerable adults

Knowledge, Skills, Experience and Behaviours - The following will underpin the successful candidate's ability to succeed in the role of Communications Officer.

The ideal candidate will have the ability to:

- Develop, support and promote organisation goals, including social media content, creation and media outreach.
- Collaborate with management to develop and implement an effective communications strategy based on our target audiences.
- Create a Content Calendar of GRT and other relevant events.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's Vision, Mission, Aims, activities, and services.
- Seek opportunities to enhance the reputation of the GATE Herts brand, and co-ordinate publicity events as required.
- Maintain records of media coverage and collate analytics and metrics based on our social media performance.
- Be proficient in design and publishing software.
- Identify potential risks and inform management
- Develop and disseminate materials that increase our visibility among stakeholders and service providers
- Build and maintain relationships with journalists, bloggers, and customer audiences that will help advance our work.
- Maintain a media database.
- Identify target audiences and create strategies to effectively engage them.
- Ensure digital marketing content aligns with our organisation's identity and message and assist with marketing campaigns as needed.
- Work closely with the Team to develop and strengthen staff engagement activities.
- Manageand maintain the GATEHerts website.

- Accept responsibility for promoting and safeguarding the welfare of the children, young people and Adults at Risk that they are responsible for or come into contact with.

Other

- A willingness to do occasional work outside core hours
- A willingness to travel to events outside the office
- A willingness to undertake continuous professional development

To download the application pack please go to our website www.gateherts.org.uk

To apply please complete our Application Form and return to lead@gateherts.org.ukwith a covering letter by **Friday 20th August 2021**

Interviews will be held during the week beginning Monday 30th August 2021, dates to be confirmed

GATE Herts Wellbeing Offer

GATE Herts is a thriving charitable community led organisation, delivering vital support and community development work with Gypsy, Roma and Traveller communities in Hertfordshire. To ensure our internal aim of excellence and sustainability we want to ensure our staff are cared for and valued. Below is a summary of staff benefits at GATE Herts, which we hope gives an insight into our working environment to prospective employees:

Commitment to a Work Life Balance

- 25 Days Annual Leave plus 7 days Statutory Bank Holidays.
- Special Leave & Flexible Working Policies assured.
- Family friendly employer.
- We strive to be a Mindful Employer.

Commitment to fair pay

- We are a Living Wage Employer.
- All posts are based on NJC pay scales and Index linked.
- Up to 5% match pension contributions (if opt in.)
- Posts are paid within pay brackets, with scope for increments based on annual review.
- FreeParking, Bike Parking andtwo minute walk from the CuffleyTrain Station on the Moorgate to Hertford North line.

Commitment to learning

We are a reflective organisation with an ongoing commitment to our own learning & development. This includes annual team building days, regular full staff training and staff away days. Team learning projects include implementing Asset Based Community Development and expressing Solidarity with other marginalised groups.

We are committed to the learning and development of our staff as individuals and will work with staff to actively identify opportunities for development.

Job Applicant Privacy Notice

As part of any recruitment process, GATE HERTS collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Data protection principles
In relation to your personal data, GATE HERTS will always strive to:

- process it fairly, lawfully and in a clear, transparent way
- collect personal data from you that is necessary to consider your application and that is subsequently necessary to collect and process as part of your employment. We will explain to you what data we collect from you and why only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it ensure that your data is kept safe and secure and access to it is limited to those who need to process it for the purposes we explain to you.

What information does GATE HERTS collect?
GATE HERTS collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, education history, skills, experience and employment history;
- information about your current level of remuneration.
- whether or not you have a disability;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, gender, sexual orientation, health and religion or belief.

GATE HERTS may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes; obtained from your passport or other identity documents, or collected through interviews or other forms of assessment including online tests.

GATE HERTS may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

GATE HERTS will only collect criminal conviction data where it is appropriate given the nature of the role and where the law permits it. This data will usually be collected at the recruitment stage,

however it may also be collected during any subsequent employment with us, should you be successful in obtaining employment. GATE HERTS will not transfer your data to countries outside the European Economic Area.

Why does GATE HERTS process personal data?

GATE HERTS needs to process data to take steps at your request to evaluate your application for employment. We may also need to process your data to enter into an employment contract with you.

In some cases, GATE HERTS needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

GATE HERTS has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, decide to whom to offer a job and make decisions about salary and other benefits. GATE HERTS may also need to process data from job applicants to respond to and defend against legal claims.

GATE HERTS may process information about whether or not applicants are disabled in order to make reasonable adjustments for candidates who have a disability. This is to carry out our statutory obligations and exercise specific rights in relation to employment.

GATE HERTS may, in some cases, process heath information during the application process in order to find out whether applicants will be able to carry out an intrinsic part of the job. GATE HERTS also processes health information about candidates after an offer of employment has been made. In each case, this will be done in accordance with Section 60 of the Equality Act 2010 for the purpose of ensuring that the candidate is able to perform the core duties of the job being offered.

Where GATE HERTS processes other special categories of data, such as information about ethnic origin, sexual orientation, or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, GATE HERTS is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our statutory obligations and exercise specific rights in relation to employment.

If you are unsuccessful in obtaining employment with GATE HERTS, your data will not be used for

any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your data will, of necessity, be shared internally for the purposes of assessing your application. It is likely to be shared with members of the Recruitment Team, short listing team and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. GATE HERTS will strive to limit access to your data to those staff who have a legitimate reason for seeing it and will endeavour to keep your data secure at all times.

Application assessments, pre-employment checks and references

GATE HERTS may share an appropriately limited amount of your data with third parties in order to obtain references for you from former employers. If references are sought before interview or before an offer of employment is made, we will do this where you have given your express consent for us to do so. If your application for employment is successful and we make you an offer of employment, we will share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

GATE HERTS may also share your data with third parties that process data on our behalf in connection with the provision of services for the purposes of the recruitment exercise, for example to source, receive and/or shortlist applications on our behalf, and/or to carry out applicant testing such as psychometric assessments.

GATE HERTS endeavours to ensure specific contractual agreements are in place with any third parties who undertake this processing in order to protect your data. This is explained in more detail below.

Automated decision-making

Recruitment processes are not based solely on automated decision-making. We will tell you beforehand if we use any automated forms of assessment in our decision-making processes. You have the right to request that your application is not assessed by automated processes.

How does GATE HERTS protect data?

GATE HERTS takes the security of your data seriously. We maintain internal policies and controls that are designed to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is

not accessed except by our employees in the proper performance of their duties.

Where GATE HERTS engages third parties to process personal data on our behalf, they do so only on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of your data.

For how long does GATE HERTS keep data?
In line with data protection principles, we will only keep your data for as long as we need it. If your application for employment is unsuccessful, we will hold your data on file for twelve months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be kept and transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new Privacy Notice.

What if you do not provide personal data?
One of the reasons for processing your data is to allow GATE HERTS to carry out an effective recruitment process. Whilst you are under no statutory or contractual obligation to provide data to GATE HERTS during the recruitment process, if you do not provide the information, we may not be able to process your application properly or at all.

Your rights
As a data subject, you have a number of rights under current and new data protection legislation. In summary, these are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- You have the right to access your data and to be told what data is held, who by, the purpose for which it is held and how long it will be held for. You have the right to ask for a copy of your data and an explanation of where it has been sourced. You may do this by contacting GATE HERTS Data Controller using the details at the top of the notice. The formal process for making such a request is known as a 'Subject Access Request'. You can find out more information about doing so at https://ico.org.uk/for-the-public/personal-information/
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have personal information about you deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, you can ask us to stop processing the data (whilst still holding it) until it has been corrected
- the right to portability. You may transfer the data that we hold on you for your own

purposes to another organisation

- the right to object to the way we use or process your data
- the right to regulate any automated decision-making and profiling on the basis of your personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. There will be no consequences for withdrawing your consent. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use, however we may continue to process your data if we have a statutory reason or lawful basis for doing so.

If you would like to exercise any of these rights, you may do so by contacting GATE HERTS Data Controller at lead@gateherts.org.uk

If you believe that GATE HERTS has not complied with your data protection rights, you can complain to the Information Commissioner. You can find more information about doing so at https://ico.org.uk/concerns/