**SNAPS - RECRUITMENT INFORMATION FOR APPLICANTS / PROJECT MANAGER**

**INTRODUCTION**

Thank you for expressing an interest in a position with SNAPS. SNAPS is a small Leeds based charity which provides support and play for children with special needs and their families.

Our recruitment process aims to attract quality applicants and above all to recruit the right people. This document contains information about SNAPS, the recruitment process and our employment terms and conditions, which you may find useful.

**ABOUT SNAPS**

SNAPS was first established in Leeds in March 2004 as a parent led organisation, and continues to involve parents at all levels. We identified an unmet demand for hydrotherapy, swimming and physical activity experiences, all of which can have such a positive impact on both the children and their families – these experiences can be literally life changing, and help the whole family relax and enjoy time together. From that modest beginning, we have continued to grow, and now are able to operate every available Saturday in a term. We are currently based at Penny Field School in Meanwood, North Leeds, but expanding and providing support for children and their families from across the West Yorkshire region.

**VISION**

Our vision is for SNAPS to be an inspirational place connecting families and children with a wide range of challenges and opportunities. We aim to promote health and well-being for all by providing opportunities for people to meet, learn, play, and build relationships. We are an inclusive organisation, involving the whole family, including siblings with no special needs. SNAPS welcomes all, including those who are socially and economically disadvantaged, and is an open access, non-referral organisation.

**AIMS**

The aims of SNAPS are:

* To provide leisure services for children with special needs;
* To provide parents and carers with the opportunity to share information, ideas and experiences with other families of children with special needs;
* To raise funds to help provide services and equipment for those children; and
* To be a fully inclusive group.

**GOALS**

SNAPS has three primary operational goals:

1. To provide hydrotherapy and/or Rebound therapy sessions for children with special needs, along with swimming lessons for those able to participate, including siblings where appropriate;
2. To provide music, movement and other physical activities, arts and crafts, and soft toy play;
3. To provide an opportunity for social interaction, mutual support and friendship for both children and their families.

**APPLYING FOR A JOB WITH SNAPS**

As part of SNAPS’s equality and diversity policy we want to ensure that every applicant is treated fairly. The only information that is used to decide whether or not to shortlist an applicant is the information provided in your application form. Your application form is therefore very important and this section is designed to help you to complete it.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

Every post advertised by SNAPS is supported by a job description and person specification. The job description outlines the main duties of the post, and the person specification describes the knowledge, experience and skills required for the position. If, after reading the job description, you are still interested in the job, then consider whether you have the relevant skills and experience, as detailed in the person specification. If you do, consider how to demonstrate this. In your application form (see the next section) make sure that you give enough detail about how you meet each of the criteria.

**COMPLETING THE APPLICATION FORM**

Read through the application form carefully before you write anything to make sure that you are

clear about what is being asked. You may find it helpful to do a rough version first – this avoids mistakes and allows you to organise your application properly. Please note that we only accept

application forms, not CVs. The application form must be completed in black ink or typed, as it will be photocopied. The application form consists of eight sections, outlined below.

**Personal details**

You must complete this section accurately as the information you provide here helps us to comply with the Asylum and Immigration Act 1996. We are unable to offer employment to someone who does not have the right to live and work in the UK. If you are offered the post, it is conditional on you providing proof of this right through documentation such as a national insurance number, P45 or passport.

**References**

All appointments are subject to satisfactory references, which we will request if we decide to pursue your application. Your two referees should represent your present or most recent employer and a previous employer. Within this framework, you should give details of the person(s) most able to confirm your suitability for the post for which you are applying. SNAPS reserves the right to contact any other past employers where it seems necessary. If you have not worked in paid employment, you may provide the name and address of anyone who knows you well and who will be able to confirm the information you have provided and comment on your suitability for the job.

**Education, professional qualifications and training**

The person specification sets out any qualifications required for the job, and you should list these in this section. You may also want to include any other qualifications you possess or training courses you have attended that you feel are relevant for the post. If you are offered the post, we will need to view the qualification certificates that you list.

**Employment history, current and previous employment**

When completing this section of the application form it is essential that you include any relevant

voluntary, paid or part-time work that you have had. If you have never been in paid employment or have not worked for a long time, think carefully about any other relevant experience, not necessarily in a formal work setting, that you may have gained. Please also make sure that you include details of your current or most recent job, even if you feel that the job is not relevant to your current application. You should explain the main features of your role, including things that you are or were responsible for, but do not go into too much detail. You will have the opportunity to expand on the skills and experience that are most relevant to your application later in the form.

You should also provide details of your past employment, starting with the most recent job and

accounting for any periods of time not spent in further education or employment. You should, where possible, confirm salary details for any posts you have held within the last five years.

**Supporting information**

This section of the application form is very important. Use it to demonstrate how your knowledge, experience and skills match the selection criteria listed in the person specification. You may find it helpful to use sub-headings. You should not simply repeat your employment history but consider the knowledge, skills and experience required to do the job and show how you possess these by giving specific examples from your own experience. Do not leave out any relevant knowledge, experience or skills gained outside of full-time work. You may have considerable responsibilities at home, such as running a house or caring for relatives or friends, organising leisure activities, work/student placements or work within the community.

**Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**

Make sure that you complete this section of the form. As we are a children’s charity all posts are

exempt from the Rehabilitation of Offenders Act 1974, and all convictions, both spent and unspent, must be disclosed. All posts within SNAPS will, in due course, be subject to a standard

disclosure check, and some posts involve more detailed checks. SNAPS will obtain the

disclosure from the Disclosure and Barring Service (DBS).

**Declaration**

When you have completed the application form read through it carefully, checking for any errors and to make sure you have not missed anything out. Then sign and date it to confirm that the information is correct.

**Equality and diversity monitoring**

At SNAPS we are committed to a policy of equality and diversity to ensure that all applicants are treated fairly. Please complete the equality and diversity monitoring form to help us monitor our recruitment process and to promote our equality and diversity policy. All information given in this section is both anonymous and confidential and is used only for statistical monitoring purposes.

**Interviews**

All application forms will be reviewed, with interviews of a short list of suitable applicants being carried out by a Panel of Trustees.

**Benefits and terms of employment**

SNAPS has a comprehensive set of employment policies, procedures and guidelines that enable us to operate effectively and fairly with our employees.

**Leave**

SNAPS’ leave entitlement is 20 days per year, and in addition, there are currently 8 statutory national holidays each year.

**Part-time/flexible working/job-share**

SNAPS has always been committed to considering flexible working requests. Our conditions of service are designed to increase the variety of work available to those individuals not seeking to work full-time. This will enable employees to balance their work and home responsibilities and benefit the organisation by enabling SNAPS to utilise their skills.

**SNAPS pension scheme**

SNAPS contributes to the state NEST scheme for pensions.

**Training and development**

Our aim is to provide opportunities for all employees to learn and develop within SNAPS. We are committed to providing high-quality training and development that is relevant to the job holder and the organisation. We work with employees to identify learning needs and to find the solution that best fits their need. Our commitment to evaluation means we are constantly striving to improve the service we provide.

**Probationary period**

All new employees of SNAPS must serve a probationary period, normally of six months. During this period an employee must demonstrate competence for permanent appointment to the post.

**Appraisal and performance reviews**

SNAPS is committed to maximising the skills and potential of all employees in support of its strategic aims and objectives. A key aspect of this process involves employees participating in regular one-to-one sessions and an annual appraisal.

**Sick pay**

We offer a comprehensive occupational sickness scheme that offers up to six months’ full pay and six months’ half pay, depending on length of service accrued with SNAPS.

**Retirement age**

SNAPS has adopted a flexible approach to retirement, whereby we will employ staff up to the age of 65, and allow employment to continue up to the age of 70. Further details are available on request.