

**DEAR APPLICANT,
PLEASE READ THESE GUIDELINES VERY CAREFULLY. UNLESS YOU
FOLLOW THESE YOU MAY LOOSE THE OPPORTUNITY TO BE SHORT-
LISTED.**

We too often receive applications from skills workers who do not follow the instructions given to them on the application form. We have produced these guidelines for applicants so that you can see exactly what we are looking for.

1. You will only be short-listed if you complete all details that we ask for on the application form.
2. We DO NOT accept CV's.
3. The supporting statement will need to relate directly to the person specification. We strongly suggest that each item on the person specification is answered directly (as in example 2 attached). We too often receive applications that tell us about what the applicant can do, but not whether they can address the elements of the person specification (see examples below).
4. If this is a fathers post you are applying for, by all means mention that you are a father within the 'experience' criteria, but unless you detail what you do / have done we will not take this as relevant skills experience.
5. Good luck in your application, but please follow these guidelines carefully,

**Regards,
Shane Ryan
Executive Director**

THIS IS AN EXAMPLE OF WHAT WE GET, BUT DON'T WANT

I am very interested in serving as an Young Men's Development Worker. I have three and a half years experience working in the social sector. I have been in both a managerial and Support Worker roles. I have also worked for over two years, specifically, with Projects for clients with drug/alcohol problems. Some of them suffered as well from mental illness precipitated by that dependence. I have experience in project planning/design, implementation, monitoring, and evaluation/assessment. I have carried out assessments for clients aimed at controlling their drug/alcohol intake and to, eventually, move on to independent accommodation. My clients actively participated in formulating their support plan. They are encouraged to take on responsibilities and risks within their own capacities. I gave emotional and practical support, carried out risk assessments, liaised with multidisciplinary teams (both statutory and voluntary), and attended reviews. Evaluate personal needs based on Risk Assessment. Provide support (anger management, budgeting, cooking, benefits – income support, job seekers allowance – etc).

I have experience of drug treatment. This covers a wide range of interventions in community and residential settings, including abstinence-based approaches, including 12-step programmes, detoxification, counselling and other psycho-social interventions, and alternatives (addressing, family, social, housing and benefit issues).

I am aware that people who have issues with substance misuse present for support after having suffered many consequences due to their learnt behaviour. This substance misuse and dependence can ensue as a result of homelessness, domestic violence, loss of relationships, familial breakdown, financial losses, low self-esteem and childhood trauma varying from emotional, physical to psychological abuse. Homelessness can result in them becoming vulnerable to exploitation, violence and unwanted attention from aggressors and resulting poor health after being exposed to sleeping in the open. Depression can be a result of these issues or can be exacerbated or be inherent. Recurrent substance abusing by this client group can also be as a result of personal circumstances where an individual is perhaps not comfortable with their gender, sexuality, disability or personal circumstances. In my previous position as Support Worker I offered support, advice and harm minimization, and through my experiences and understanding of the needs of this client group acquired through working in the field, I have acted as mediator, counsellors, group facilitator, advocate and key worker in supporting these clients to access social, medical, education, training, volunteering opportunities and resettlement. My role involves managing clients and team situations that present with complex issues ranging from dual diagnosis to polysubstance misuse. This is a collaborative process where risk assessments and individual support plans are an ongoing part of the support offered by our services.

While this worker had very good experience and skills, it did not directly relate to the experience and skills we were looking for!

THIS IS A GOOD EXAMPLE OF WHAT WE WANT

Essential Skills You will be able to work both independently and within a team.

In my current job I work in a small team. When working in a team I ensure that I work objectively to ensure a focus on the task at hand. I am committed to attending staff meetings and I am always keen to partake in any training provided, as I believe that giving and receiving constructive feedback within the team plays an essential role in building a strong and effective team.

Have effective interpersonal and communication skills with both boys and young men and other professionals.

As a trained counsellor I am good communicator. I am currently working as volunteer counsellor with Victim support and Mind. I know how to build up and sustain relationships with young men and boys using the many skills I have learnt on my counselling courses. I am experienced in working with professionals from different agencies, for example, youth offending teams, schools, police. I have been successful in developing working partnerships. For example: In my previous role (mentoring officer) the referral agencies changed. This in effect meant that in order for the project to continue, I had to re-negotiate strategies, protocols and best practice issues, in order to deliver a seamless service

Have an ability to maintain to accurate and effective record of your practice

I am extremely thorough in documentation, record keeping and report writing. In my previous and current employment I have been required to communicate with many different people at all levels of authority. I currently work in a multi-agency environment. I am required to input sensitive, personal information onto a data-base (UMIS), which is accessed by several agencies, so any inputting must be clear and accurate.

In my current job I am responsible for the recording information regarding my team of sessional staff. Such as supervision, time sheets. I am required to provide monthly and quarterly reports. Also as a counsellor my client records must be clear and coherent because this is evidencing my practice.

This worker has taken the headings from the person specification and written directly to the experience, knowledge and skills being asked for.