



Coordinator Boingboing Blackpool– Boingboing Resilience Community Interest Company

Salary scale: Up to £38,000 per annum plus employer pension contribution of 5%

Together with Blackpool Council and partners, including young people themselves, we're on a mission to build young people's resilience in Blackpool.

Boingboing already has a well-established base in Brighton hosted by the School of Health Sciences and the Community University Partnership Programme at the University of Brighton. We've been working on resilience for years – practically and academically - both in the UK and beyond. We use a family firm approach to tackle inequalities and to support disadvantaged people to build resilience. Our employees and volunteers are people from all walks of life. Most of us have experienced serious challenges in our lives, and some of us are still experiencing them now.

Blackpool folk – adults and young people- have been working with Boingboing and the University of Brighton for a couple of years to develop and refine our collective resilience approaches. Now Blackpool Council has decided to incubate us, giving us a home to get a Northern hub going. We hope to become an established part of the Community and Voluntary Sector in Blackpool and we're looking for someone to lead on making that happen.

So, if you've read this far, we're assuming you share our passion for co-produced resilient responses that aim to help the most vulnerable adults, young people and their parents/carers. But are you also a therapeutic type who isn't too precious about your professional identity, yet can manage to be impeccably professional? Would you like to work alongside practical academics with opportunities for personal development provided within a friendly local council and university environment? Do you want to help Blackpool children and young people realise their amazing potential? Are you very well-organised and a can do kind of person who makes things happen? Are you prepared to travel extensively throughout the UK and beyond? If you can say yes to all of these, and have project management experience too that you think is relevant to this role, then take a look at our Job Description and see if it's the role for you.

We are a friendly, positive and motivated bunch who are lovely to work with (well we think so anyway!). We need to have your application by **15th December 2017** and we will interview on **20th December 2017** in Blackpool. We'll be hosting an international resilience conference in Blackpool in collaboration with the University of Brighton in 2019, and need someone to help get that organized. So please get cracking with your application.

We have included as much information as possible in this application pack as we do not have the capacity to respond to numerous telephone enquiries. If you do have an enquiry prior to applying which is not covered in this pack, please email Carmel at carmel@boingboing.org.uk – with your questions. Give us a telephone number too in case we need to call you and somebody will be in touch by email or by phone. Please do not call or email Professor Angie Hart directly with questions about this vacancy.

Recruitment Pack



08/08/2016

Dear Applicant,

Thanks for your enquiry into our vacancy of Coordinator Boingboing Blackpool. Below and attached you will find more information about Boingboing and this specific post.

To apply please fill in the application form attached and return it by email to Carmel McKeogh, Strategic Programmes Lead by **5pm on 15th December 2017**. The interviews will be held in Blackpool on the **20th December 2017**.

A specific Job Description and Person Specification for the post of Coordinator Boingboing Blackpool is attached. If you do not meet all the essential criteria for this post but like the sound of our organisation and have a specific interest in some of the areas of the work described in the job description, we encourage you to send a letter to us explaining your areas of interest and we can keep your details on file for future recruitment or volunteering opportunities.

This is an exciting role that has become available at a time of significant development and expansion for us and we really hope you will want to apply.

Best wishes and we look forward to receiving your application.



Professor Angie Hart
Director
Boingboing Resilience Community Interest Company

Boingboing Job Description

Role: Coordinator Boingboing Blackpool

Salary scale: Up to £38,000 per annum plus employer pension contribution of 5%

Contract length: Permanent

Office base: Blackpool

Hours: 2 to 5 days per week negotiable. This can be a part-time or a full-time post depending on how you would like to work and who else applies. Job share applications are welcome.

Purpose of role:

This role focuses on supporting the establishment of Boingboing Blackpool and playing a key role in developing it and sustaining it forever. Being the lynch pin to a network of paid Boingboing staff, alongside volunteer practitioners, vulnerable adults, young people and parents will be central. The role also includes coaching and developing a network of volunteers. Maintaining a friendly, welcoming office base, helping to coordinate our online shop and co-production of events and longer term projects will involve working directly with community members, colleagues and partners. Being involved, in, or facilitating participatory intervention research projects may also form part of the role from time to time. The post holder will also be expected to get involved in writing funding bids and be comfortable working alongside academics. Building relationships and practices with large, complex organisations such as universities and councils is also part of the role so we need someone who isn't daunted by that.

Main Duties:

- Setting up and maintaining the Boingboing Blackpool office base in collaboration with Blackpool colleagues and the Boingboing Brighton director and staff.
- To contribute to income generation through organizing events, projects and other related activities, and co-writing funding applications
- To co-ordinate co-produced workshops and presentations in collaboration with Boingboing trainers, including vulnerable adults, young people and other Boingboing partners.

- To promote Boingboing's training courses and projects among statutory and non-statutory organisations and community members.
- To co-ordinate the evaluation of Boingboing's training, supervision and other projects in consultation with the Boingboing director and staff, working with Blackpool Council's Public Health Department.
- To recruit, train and supervise individuals for various Boingboing roles, including volunteering, volunteering support, online shop development, training, coaching and supervision.
- To provide practical support to practitioners in the delivery of Resilient Therapy and the Academic Resilience Approach
- To co-ordinate events, such as stakeholder engagements, conferences and meetings
- To take part in, and administrate aspects of, intervention research programmes, with a focus on participatory practice
- To keep abreast of developments in practical approaches to resilience building, including reading and researching academic perspectives on these approaches
- To lead on, or contribute to, fundraising applications as required
- To supervise and coordinate resilience based work delivered by other workers within the Boingboing network and to provide support and advice on delivery to other workers in Blackpool and beyond.
- To take a leading role in the sourcing and distribution of Boingboing's online shop products, alongside Boingboing colleagues and volunteers.
- To deliver training to professionals, community members, adults and young people maintaining quality at all times.
- To support the Strategic Lead in Blackpool to develop excellent working relationships with other community and voluntary organisations in Blackpool and to pursue collaborative ventures where appropriate.

Ideally the post-holder would relocate to Blackpool if living outside the area. If not, it is a requirement of the post that they must live within an hour's commute of Blackpool. Some travel and evening and weekend work will be part of this role and we expect the post-holder to have a strong presence in the town.

**Boingboing Person Specification
Coordinator Boingboing Blackpool**

| | | Essential | Desirable |
|---|--|------------------|------------------|
| Qualifications and Professional Registration | | | |
| 1 | Qualification in youth work, social work, occupational therapy, nursing, teaching, counselling, psychology practice or similar | | ✓ |
| 2 | Registration with a professional body relevant to the role | | ✓ |
| 3 | A formal qualification in business administration, marketing or similar | | ✓ |
| 4 | A postgraduate qualification relevant to the post | | ✓ |
| 5 | A first degree or equivalent in a relevant area | | ✓ |
| Attributes | | | |
| 1 | Organised and able to support others, from all walks of life, to organize themselves | ✓ | |
| 2 | Resourceful, innovative and creative | ✓ | |
| 3 | Be able to work flexible hours occasionally if required and to travel away from home overnight | ✓ | |
| 4 | A passion, commitment and enthusiasm that pertains to social justice ideas and values | ✓ | |
| 5 | Commitment to meaningful co production practices | ✓ | |
| 6 | Meticulous attention to detail | ✓ | |
| Experience | | | |
| 1 | Marketing and/or publicity experience | | ✓ |

| | | | |
|-----------------------------|---|---|---|
| 2 | Extensive experience of supervising staff members and volunteers | | ✓ |
| 3 | Experience of academic and community cultures and practices | ✓ | |
| 4 | Experience of liaising with statutory/voluntary organizations | | ✓ |
| 5 | Experience of organizing complex events and meetings with multiple stakeholders | | ✓ |
| 6 | Experience of multi-agency partnership working | | ✓ |
| 7 | Business administration experience | | ✓ |
| 8 | Experience of writing clearly for multiple audiences | | ✓ |
| Knowledge | | | |
| 1 | Some knowledge of the resilience literature base and a willingness to learn more about it, including reading academic texts | ✓ | |
| 2 | An excellent grasp of the issues facing disadvantaged communities and individuals | ✓ | |
| 3 | An understanding of the complexities and dynamics of voluntary and statutory organisations | | ✓ |
| 4 | A sound working knowledge of political agendas that influence services and local government agendas | | ✓ |
| 5 | A sound knowledge of safeguarding young people and adults and of the UK education system at all levels. | ✓ | |
| Skills and Abilities | | | |
| 1 | Excellent verbal and written English language communication skills | | ✓ |
| 2 | Excellent IT skills including power point, word, desktop publishing, excel and ability to produce publicity material | ✓ | |
| 3 | Excellent inter-personal skills with ability to present high calibre, motivational presentations | ✓ | |
| 4 | Excellent planning, organisational, time and project management skills | ✓ | |

| | | | |
|----|--|---|--|
| 5 | Ability to think and act creatively, and to identify and carry through practical solutions | ✓ | |
| 6 | Ability to meet deadlines and work under pressure | ✓ | |
| 7 | Ability to work both on own initiative and as part of a team | ✓ | |
| 8 | Ability to inspire and motivate both staff and volunteers | ✓ | |
| 9 | Ability to keep up to date with new research and local developments that support Boingboing's delivery | ✓ | |
| 10 | Ability to represent Boingboing at meetings and forums | ✓ | |
| 11 | Ability to implement Boingboing Equal Opportunities, Confidentiality, Safeguarding, Health & Safety and other policies | ✓ | |
| 12 | Ability to undertake extensive travel away from home overnight and some evening and weekend work as necessary | ✓ | |

**Boingboing Application Form
Coordinator Boingboing Blackpool**

Private & Confidential

| | |
|--|---|
| <p>PLEASE COMPLETE AND RETURN BY EMAIL TO:</p> <p> carmel@boingboing.org.uk</p> | <div style="background-color: #e0e0e0; text-align: center; padding: 10px; margin-bottom: 10px;"> <p>APPLICATION FOR THE POST OF:</p> <p>Coordinator Boingboing Blackpool</p> </div> <p>Closing date: 5pm Friday 15th December 2017</p> |
| <p>Notes: Complete in typescript Please answer all questions Please include all relevant information in this form – CVs will not be considered</p> | |

| | |
|---|---|
| Surname | Forename(s) |
| Address | |
| Postcode | |
| Daytime phone no | Evening phone no |
| E mail address | |
| <p>Asylum and Immigration Act 1996</p> <p>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy the Foundation that the Asylum and Immigration Act 1996 is being complied with.</p> | |
| Do you require a work permit to work in the UK? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Present or most recent employment

| | |
|---|-----------------|
| Post | Since what date |
| Employer | |
| Full time <input type="checkbox"/> Part time <input type="checkbox"/> (please tick) | Current salary |

Are you still employed? Yes ☐ No ☐ (please tick)

If **yes**, amount of notice required

If **no**, the date employment ended and reason for leaving

Responsibilities and achievements in this employment:

Previous employment (please list in chronological order beginning with the most recent)

| Name and address of employer | Position | Full/Part time | Dates from/to | Ending Salary | Reason for leaving |
|------------------------------|----------|----------------|---------------|---------------|--------------------|
| | | | | | |

Education and professional qualifications undertaken from the age of 16

| School/College/University/Accredited provider | Dates From/to | Qualifications (State levels, grade and date acquired) |
|---|---------------|--|
| | | |

Membership of professional bodies (if applicable)

| Name of institute/professional body | Current level of membership | Membership Number |
|-------------------------------------|-----------------------------|-------------------|
| | | |

Details of voluntary activities, interests and experience (please list)

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Training and development

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application

Please state in your own words how your skills, knowledge and experience will enable you to fulfil the requirements of the post. Please look carefully at both the Job Description and Person Specification to help you respond to this question.

| |
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| | |
| Please continue on separate sheet if necessary | |
| Do you have a full driving licence | Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) |
| Do you have access to a car to use at work | Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) |
| Are you happy to work evenings and weekends approximately once or twice a month? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) | |

Referees

Give details of TWO people, not related to you, whom you would be happy for us to approach for a reference as to your suitability for the post. The first should be your present employer (or your last employer if not currently employed). The second should be someone who is able give recent comment on your work abilities.

First Referee

| | |
|--|------------------|
| Name | |
| Job Title | |
| Organisation | |
| Address | |
| Daytime phone no | Evening phone no |
| How long have you known them and in what capacity? | |
| Please tick if it is preferred not to contact this referee prior to interview <input type="checkbox"/> | |

Second Referee

| | |
|--|------------------|
| Name | |
| Job Title Organisation Address | |
| Daytime phone no | Evening phone no |
| How long have you known them and in what capacity? | |
| Please tick if it is preferred not to contact this referee prior to interview <input type="checkbox"/> | |

Health and Disability

| |
|--|
| Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) If 'Yes' please give details: |
| Please let us know about any physical or mental condition you have, or have experienced that may affect your ability to do this job or enhance it. |
| How many days of work have you missed in the last 12 months due to illness or injury? Please give details ... |

Working Time Regulations 1998

| | | |
|---|-------------|-------|
| Do you have any other employment that you intend to continue if successfully appointed to the post? If you do, please declare any other job whether it is with local authorities, public bodies or with private companies. If not, please sign the declaration below. | | |
| I confirm that I do not have any other employment, which I intend to continue if offered the post. | | |
| Signature: | Print Name: | Date: |
| If you do please describe how this will affect your availability and the number of hours you are able to work in this role: | | |

Criminal Record

| |
|---|
| Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979. |
| |

Declaration

I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.

I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced Disclosure and Barring Service (DBS) check will be applied for.

If I accept employment with Boingboing, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Please Tick

☐

Dated

Signature _____

Please also complete and return the Equal Opportunities Monitoring Form

Boingboing Equal Opportunities Monitoring Form

Boingboing operates an Equal Opportunities policy and no person will be discriminated against in seeking employment or during such employ, with the Foundation on the grounds of age, disability, ethnic origin, gender, marital status, political allegiance, race, religious belief, sexual orientation, responsibility for dependants or unrelated criminal convictions.

The following information will be used only for monitoring our Equal Opportunities Policy and will not be used for any other purpose. It will be separated from the application form before short-listing and kept confidentially.

Post applied for: Coordinator Boingboing Blackpool

Gender M ☐ F ☐

Date of birth **Age**

Do you consider yourself to be disabled? Yes ☐ No ☐

How would you describe your ethnic origin?

(Classifications taken from the 2001 Census)

| | |
|--|--|
| White or Mixed: <input type="checkbox"/> White <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Chinese <input type="checkbox"/> Other mixed background <i>(please describe)</i> _____ | Asian: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background <i>(please describe)</i> _____ |
| Black: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background <i>(please describe)</i> _____ — | Chinese: <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other ethnic group/background <i>(please describe)</i> | |
| Do you have any dependents? | <input type="checkbox"/> None <input type="checkbox"/> Children <input type="checkbox"/> Adults |

How did you hear or see about this job?

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About Boingboing

With its current main office base and core team based in Brighton and Hastings, Boingboing is a Community Interest Company, established in 2010 to promote effective resilience research, policy and practice. We are supported by the University of Brighton and work in partnership with other organisations including YoungMinds. We have recently expanded to an office base in Blackpool as a result of HeadStart Blackpool having been successful with winning a £10 million Big Lottery bid which Boingboing was involved in developing. For more information about HeadStart Blackpool see for example https://twitter.com/headstart_bpool). Boingboing will be part of a Blackpool wide resilience building initiative for children and young people. The Blackpool office will lead on training and coaching people in Blackpool and more widely in the North of England, including parents, young people and practitioners in resilience approaches. It will also lead on setting up our online shop and its distribution centre. Coproduction, i.e. working with and alongside children, young people, families and adults exposed to social disadvantage and inequalities, is at the heart of Boingboing's work. Resilience research and practice provides powerful knowledge to help people having particularly tough times. You can find out more about Boingboing on our website www.boingboing.org.uk and in the information to follow.

Boingboing provides multiple opportunities to learn about resilience and put resilient strategies into practice. It runs regular resilience forums, develop resilience frameworks, books and other materials, and offer training and talks on resilient approaches to life's challenges. Much of our work connects to the Resilient Therapy (RT) approach and Resilience Framework (RF), based on the work of Professor Angie Hart, Derek Blincoe and Helen Thomas (2007). It is also based on a spin off from this - the Academic Resilience Approach (ARA). This schools-based initiative was developed by Angie Hart in partnership with Lisa Williams and adopted by YoungMinds, YoungMinds continues to work in partnership with Boingboing and the University of Brighton to develop the approach.

Boingboing's training provision aims to create an awareness of a resilience-based approach to practice locally, nationally and internationally, with specific reference to RT, the ARA and the RF. It is also involved in several research projects, including the evaluation of RT, the Academic Resilience Approach and Communities of Practice approaches to supporting young people's resilience. Some of these are funded by Research Councils as part of our close partnership with the University of Brighton; some are commissioned directly from Local Partnerships and national organizations, and some are our own initiatives.

Boingboing is hosted by the School of Health Sciences and the Community University Partnership Programme at the University of Brighton alongside Blackpool Council, but has an independent identity and organisational structure. The university and council provides web space, desk spaces, stationary, photocopying, postage, storage, training rooms, co-branding where mutually beneficial, co-bidding for grants where mutually beneficial and relevant training opportunities. Furthermore, there is a process by which some of the organisation's staff members and volunteers can apply to become honorary members of the University of Brighton whilst working closely on academic-related projects. Other than the provision of these resources from host organisations, Boingboing is completely self-financing with its income raised through the provision of coproduced training and consultancy on resilience and mental health and other related educational input to public sector organisations, schools and charities both in the UK and beyond. Many University of Brighton staff and students volunteer for Boingboing projects, as do Blackpool Council staff members, and are actively involved in its development. Boingboing has an explicit policy of not paying any member who is a full-time employee of the university or the council. They must volunteer.

Boingboing's co-founder and voluntary Director – Professor Angie Hart - is a senior staff member at the University of Brighton and negotiates relevant resources and input for Boingboing from the university. In return, Boingboing maintains a high profile locally, nationally and internationally, as part of the university's economic and social engagement, co-productive research, impact and corporate responsibility agendas. It provides placement and development opportunities for students on a wide range of courses from undergraduate to PhD. In addition to the Brighton group, Boingboing has volunteers and supporters in numerous other locations, especially in Blackpool, but elsewhere too both within the UK and beyond. All Boingboing staff and volunteers have experience of complex disadvantage, either as supporters of others, and/or in their own personal lives. The organisation has a commitment to maintaining a high level of staff and volunteers with personal experience of complex disadvantage (currently around 80%). As part of this coproduction ethos, Boingboing persistently seeks to provide meaningful personal development and work opportunities for young people. A core part of the organisation's approach is to offer, not just volunteering, but paid employment opportunities to young people who have less prospect of employment, as a result of criminal justice system involvement, learning difficulties, mental health complexities etc. It currently employs five young people with complex needs, four of whom identify as having, or having had, mental health difficulties. Many other young people with experiences of mental health issues are involved as volunteers. Boingboing also has parents of children with complex needs on its staff team.

Boingboing has new initiatives planned, which will take the organisation into an exciting phase of development and expansion, including developing more of an international remit and membership, with Blackpool at the heart of these. Better start learning a few more foreign languages too then....