



Job information pack for **Education Assistant (Kickstart)** 6-month placement from May 2021

17 March 2021

Dear Applicant,

Thank you for your interest in working for the New Forest National Park Authority. We hope you find all the information you need within this pack. If you have any queries, please email recruit@newforestnpa.gov.uk.

Yours sincerely
Recruitment team

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SECTION 1 – About us

The New Forest National Park Authority is an independent organisation operating in a local government framework and funded by central government. It has 22 members who have overall responsibility for making decisions, for setting policies and priorities and for making sure that resources are used properly.

Purposes

As guardians of a national park the New Forest National Park Authority has two statutory purposes as specified in the Environment Act 1995:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public

Working in partnership with other organisations it is also the Authority's duty to seek to foster the economic and social well-being of the local communities with the National Park.

We like to sum this up as: ***Protect – Enjoy – Prosper***

Our people

We are a highly dedicated team of about 85 staff working in a wide variety of professional and technical roles ranging from planning officers and building conservation experts to ecologists and rangers. Our officers are supported by a team of corporate support staff in roles relating to communications, finance, HR, ICT and general administration.

Our values

Our values reflect our commitment – our 'PACT' - to do what's best for the Forest:

- **Purpose** – we are dedicated to our work
- **Achievement** – we innovate, inspire and deliver success
- **Care** – we strive to be sustainable in all we do
- **Teamwork** – we work together with openness, integrity and respect

SECTION 2 – About the placement

We are excited to be taking part in the government funded Kickstart Scheme and we value the opportunity this presents to employ young people who are at risk of long-term unemployment.

This role is for a placement of six months where the successful applicant will work alongside experienced professionals. The office base for this placement is in Lymington (with some homeworking) however most of the work will take place within and just outside the boundary of the New Forest National Park.

Development opportunities and support

We are committed to supporting our Kickstart staff through their placement and will tailor the development programme to the individual. There will be opportunities for on-the-job training with experienced education professionals including health and safety training, event planning and delivery, and safeguarding.

There will also be support for career development to increase employability such as CV writing and interview skills as well as opportunities to shadow staff in other teams in relation to any specific career aspirations.

We pride ourselves on giving our staff an enjoyable and professional experience during their time with us; an experience that will enhance their skillset ready for their next career move.

Minimum requirements

The Kickstart Scheme is only available to you if you are 16 to 24 years old and are claiming Universal Credit. Due to the nature of the role and some remote locations of work, this role also requires you to have a valid driving licence and access to a vehicle.

For full details of the essential criteria applicable to this placement, please refer to the Person Specification of the Role Profile.

SECTION 3 – Guidance notes for completing the application form

The information you provide on your application form is the information we will use when deciding whether to invite you for interview. CVs are not accepted.

This section acts as a guide to help you complete your application form. There are several different sections to the form:

- **Education and qualifications**

List all your formal educational qualifications and any relevant informal or job-related training. Please remember to include details of any professional institutions which you belong to and any other further training and achievements you feel necessary.

- **Present and previous employment**

Start with your current or most recent employer, then list all your past employers in chronological date order, giving the job title, your main duties and how long you were there. This is where you should include any volunteering you have undertaken.

- **Additional information**

This section is your opportunity to demonstrate to us you are the most suited applicant. The role profile we have provided describes the main duties and responsibilities of the post whilst the person specification outlines the criteria needed to carry out these duties. Do not repeat your career history but try to use different examples of how you meet the criteria and put down **relevant** skills and experience, not everything you have done to date.

Write in a clear, concise and positive way, using words such as "I planned... or I organised..., I assisted with... or I co-ordinated" and support your statements with clear and relevant examples.

SECTION 4 – The application process

Returning the application form

The closing date for completed application forms to be submitted is **2pm on 7 April 2021**. Make sure you submit your application on or before this deadline as applications received after the given date will not be considered. Please return completed applications to recruit@newforestnpa.gov.uk

Don't forget, we cannot accept your application unless you have been referred by your Work Coach at Jobcentre Plus.

You are not required to sign your application at this stage. Your application must be submitted in a compatible format such as Word or a PDF.

Remember to ensure that the post title is stated in the space provided at the top of the application form so that we can identify the post for which you are applying.

Interview details

Interviews will take place on **Thursday 22 April 2021**.

As much as we enjoy meeting our prospective employees face to face, we will need to assess government guidance nearer the time to decide on whether interviews are conducted in person in the New Forest or via video link. Full information will be provided to those invited to interview.

A contribution towards interview expenses is made in accordance with our policy.

Equal opportunities monitoring

The New Forest National Park Authority aims to promote equality of opportunity. All practicable steps will be taken to facilitate the employment of disabled people. Don't forget to complete the equal opportunities monitoring form and return it with your application. It enables us to make sure our policies are working and that the best person for the job is appointed.

We will guarantee an interview to people with disabilities who meet the minimum job criteria. If you want to claim a guaranteed interview you will need to ensure that you state this in the appropriate section on the application form.

After you have applied

All applications will be acknowledged. Following this we will only be contacting those applicants who we have selected for interview. Therefore, if you have not received an invite to interview within **two weeks** of the closing date then your application will not have been successful on this occasion. For any application queries please email recruit@newforestnpa.gov.uk. We will respond to queries during normal office hours.