



**Registered Charity Number: 1045429**  
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Park, Mitcheldean, Glos. GL17 0DD  
Phone: 01594 372777 Email: [hr@ticplus.org.uk](mailto:hr@ticplus.org.uk) Web Site:  
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### **Job Pack**

#### **Job Pack: InTER-ACT Workshop Presenter (online)**

Thank you for your interest in working for TIC+. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About TIC+ and the Role
- Job Description/Person Specification

The closing date for applications is **Tuesday 21<sup>st</sup> May 2024 12pm**, however we will be reviewing and interviewing potential candidates through the application window.

TIC+ reserves the right to close this vacancy should the right candidate be identified.

Interviews will be held week commencing **Monday 3<sup>rd</sup> June 2024**.

**Please return the following documents by the date stated above.**

1. The completed Application Form
2. The Diversity Questionnaire

If you do not hear from us by the closing date it does mean that we have not been able to include you on our shortlist.

**Completed applications should be sent to:**

[hr@ticplus.org.uk](mailto:hr@ticplus.org.uk)

Or by post:

HR Department  
Office 73, 4th floor, Building 8  
Vantage Point Business Park  
Mitcheldean  
Gloucestershire  
GL17 0DD

## Guidance Notes

### Filling in the application form

- Please complete all parts of the application form. (**CVs will not be accepted in place of an application form**).
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- TIC+ does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

### Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

### Commitment to Inclusivity and Diversity

Here at TIC+ we want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. We try to create an encouraging, caring, supportive environment where everyone, from any background, can be themselves and fulfil their potential at work.

Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

### Keeping children, young people and families safe

TIC+ is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff to share this commitment.

As part of our Safer Recruitment Policy you must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring check. You will be interviewed and assessed against the criteria set out in the job description and person specification. We are particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

The declaration section of the application form must be completed.

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

All employment offers are made subject to the following checks

- satisfactory clearance from the Disclosure and Barring Service where applicable;
- satisfactory references
- right to work check
- satisfactory health check

**We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about TIC+ please contact a member of our Human Resources Department 01594 372777 or email [hr@ticplus.org.uk](mailto:hr@ticplus.org.uk)**

Thank you for considering applying to TIC+

## About TIC+

TIC+ is a charity established in 1993 serving Gloucestershire and surrounding areas. TIC+ reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling - online and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals
- Counselling Training courses

TIC+ has a main office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

### **Our Mission, Ethos and Values:**

TIC+ is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve, preserve and promote good mental health and wellbeing amongst children, young people and families* is borne from Jesus' words; *"I have come that they may have life, and have it to the full."* John 10:10.

An outworking of our Christian ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.

## Our Values:



## Job Detail

<b>Job Title:</b>	<b>Workshop Presenter (online)</b>
<b>Rate of pay:</b>	Grade A £12.92 - £13.24 per hour depending on experience.
<b>Reports to:</b>	Clinical Manager
<b>Place of Work:</b>	The base for this role is Eastgate House, Eastgate Street, Gloucester, GL1 1PX. You may also be required to attend TIC+ meetings and training related to the post at various locations across Gloucestershire as required. You will not be required to work outside the UK.
<b>Hours of Work:</b>	<b>4.45pm - 9.15pm every Tuesday evening</b>
<b>Contract:</b>	Permanent (subject to funding)
<b>Holiday:</b>	<p>5.6 weeks a year (inclusive of bank holidays) pro rata for part time employees. In addition to this entitlement, we also gift all employees the days between Christmas Day and New Year's Day excluding Bank Holidays.</p> <p>Additional holiday is accrued after one year's service up to a maximum of ten additional days.</p>
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 20 days annual leave pro rata (excluding 8 public and bank holidays). In addition, the organisation closes between Christmas/New Year. Additional leave is awarded based on length of service up to a maximum of ten days, and this starts to accrue from day one of employment.</li><li>• Up to three volunteering days per year</li><li>• Enhanced company sick pay</li><li>• Blue light discount card</li><li>• Sight test</li></ul>
<b>Expenses:</b>	Legitimate business expenses incurred as part of carrying out your job will be reimbursed.
<b>Terms:</b>	There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.

<b>Job Title:</b>	<b>Workshop Presenter (online)</b>
Responsible to:	<b>Clinical Manager</b>
Job Purpose:	<p>To deliver workshops specifically designed to build resilience and help young people better manage difficult thoughts and feelings so they can do more of what matters to them.</p> <p>The workshops will be delivered by webinar. To ensure safety, young people will not be seen or heard but they will be able to interact using polls and quizzes and private messages to the presenters.</p> <p>It is therefore important that you have the skills, energy and enthusiasm to present using this medium. You will be supported during the session by a qualified supervisor.</p>
Main Duties:	Co-presenting a set program of Psychoeducational workshops, delivered by webinar to ensure the safety of young people.

General duties	<ul style="list-style-type: none"> <li>• Presenting scripted workshops.</li> <li>• Monitoring and interacting with polls and quizzes completed by young people during the workshops, commenting on the during the presentations.</li> <li>• Answering private messages sent to the presenters during workshops.</li> <li>• Liaising with the online supervisor covering the workshops, sending information of attendees, and raising any concerns if needed.</li> </ul>
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### Person Specification:

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
<b>1 Training, Qualifications and Experience</b>			
<b>The successful candidate will have:</b>			
1.1 GCSE Maths and English to Grade C or level 4/5 or equivalent	<ul style="list-style-type: none"> <li>▪ Application form</li> </ul>		✓
1.2 Some experience working with and understanding of Young people and resilience.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview task</li> </ul>		✓
<b>2 Knowledge</b>			
<b>The successful candidate will be able to demonstrate an awareness of:</b>			
2.1 The General Data Protection Regulation GDPR and the principles of confidentiality and sharing information.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
2.2 Equal opportunities and anti-discrimination practices.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
2.3 The importance of confidentiality, safeguarding children and vulnerable adults and consent.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
2.4 Understanding the emotional wellbeing and mental health issues faced by young people.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
<b>3. Ability</b>			
<b>The successful candidate will be able to:</b>			
3.1 Present scripted online workshops with dramatic elements via webinar to a non-visible audience.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	



3.2 Competently use webinar/video platforms	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
3.3 Use own initiative and make quick decisions under pressure.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
3.4 Develop and operate within an agency's framework of policies and procedures.	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ Interview</li> <li>▪ Presentation</li> </ul>		✓
<b>4. Communication Skills</b>			
<b>The successful candidate will be able to:</b>			
4.1 Demonstrate excellent public speaking skills	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
4.2 Work effectively within a team	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
<b>5. Personal Attributes</b>			
<b>The successful candidate will demonstrate:</b>			
5.1 A passion for the mission of the charity – “to improve, preserve and promote good mental health and wellbeing among children, young people and families.”	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
5.2 An empathetic and caring nature	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
5.3 A sense of humour	<ul style="list-style-type: none"> <li>▪ Application form</li> </ul>		✓
5.4 The ability to work on own initiative	<ul style="list-style-type: none"> <li>▪ Application form</li> </ul>	✓	
5.5 A willingness to work flexibly, including evenings and weekends dependent on the needs of the service	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓
5.6 An ability to model good self-care	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
5.7 The ability to be organised and reliable	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	
5.8 A reflective capacity	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>		✓

<b>6. Commitment</b>			
<b>The successful candidate should be able to demonstrate commitment to:</b>			
6.1 Support the Christian ethos of the charity.	<ul style="list-style-type: none"> <li>▪ Application form</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Attend office Staff Team meetings on a regular basis and regular 1-1 sessions with your line manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>	✓	