

# applicationpackpart1



KERNOW POSITIVE SUPPORT

applicationpack

Provision of HIV/AIDS Related Services

## Job Description

### KPS Development Officer



Funding for this post has been awarded to  
KERNOW POSITIVE SUPPORT by:



Lloyds TSB Foundation  
for England and Wales

KPS is a Registered Charity:  
Charity No. 1104947

# **Kernow Positive Support**

## **Job Description – KPS Development Officer**

### **Job Objective:**

To ensure that Kernow Positive Support (KPS) maximises all administrative duties and that KPS services develop and run effectively and efficiently. To assist in funding and local promotion activity to enable KPS and its sustainability and to offer a full service to anyone who needs HIV/AIDS support within the county of Cornwall. Appropriate training will be given.

Currently, the post is for one year only, and subject to an extension if further funding is secured.

### **Reporting to:**

The KPS Housing Officer (*Senior member of staff*)

### **Accountable to:**

KPS Board of Trustees.

### **Budget responsibility**

To manage set budgets in respect of the facilities as agreed by the Trustees.

## **Key Areas of Responsibility**

### **To manage the KPS administrative and service provision activities and their continuing development**

- Keep records up-to-date of all people and organisations involved with the organisation.
- To assist the KPS Housing Officer as required.
- Manage the Counselling and Therapy timetable.
- Ensure good administrative processes and systems are in place that meets legal and the organisations requirements.
- To assist and co-ordinate KPS training courses.
- Manage and co-ordinate volunteers supporting the KPS facilities.
- Maintain the general upkeep and quality of the drop-in and other facilities such as the GU based KPS Office and KPS Trebullom.
- To be responsible for all KPS Policies and Procedures; monitoring and updating on a regular basis.
- Issue monthly reports and make recommendations to the KPS Trustees of improvements and development that could be made to improve services on an ongoing basis.

## **Fundraising and management of funds**

- To assist the Management of grant applications through to success/completion regarding the facilities.
- To actively seek sustainable funding for the continuation of the KPS Development Officer post beyond one year.
- Work with all local authorities and local PCT's.
- To assist as required in local fund raising activities and initiates including but not limited to - World AIDS Day to support the organisations funds.
- Manage expenditure and accounts records to ensure that they are kept in line with the allocated budgets.

## **Raising Awareness**

- Work with local authorities and local clinic(s) to keep them aware of KPS services through training courses.
- Work with the press and media to develop, promote and raise the profile of KPS locally and nationally in the right light as agreed by the KPS Board of Trustees.
- Link with local businesses to raise awareness of KPS' role and support available.
- Support education bodies to understand the work that KPS does.
- Create positive local PR that promotes the work of KPS within the community.

## **Keeping up with changes**

- Keep abreast of changes in legislation that impacts on HIV/AIDS support.
- Be aware of medical advances.
- Ensure KPS offers support and services to meet the changing client base needs. Keep the KPS Board of Trustees abreast of such changes.

## **Client/Service User Support**

- To offer or source support to all those that need help within the organisation as needed.
- Carry out home and hospital visits as required.
- Make people feel welcome at KPS facilities to encourage use.
- Co-ordinating local events to encourage service users to network and build relationships in the better understanding of HIV/AIDS.
- Be fully aware of welfare benefits available to service users.

## **Co-ordination of Associates to KPS**

- Work in partnership with volunteer organizations to have wider network of contacts and support if needed.



KERNOW POSITIVE SUPPORT

developmentofficer

## Application Form



# Kernow Positive Support (KPS)

A registered Charity 1104947, to inform, advise and help on HIV/AIDS infection

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P O. Box 85, Bodmin, Cornwall PL31 1ZN - Tel: (01208) 264866 e-mail: office@kpsdirect.com Website: www.kpsdirect.com

Thank you for applying to the vacancy for the position of:

Before filling in this application form please look through all relevant details that accompany this application such as the Job Description and Application Supplementary Questions. If you require additional space to complete the application form please use the blank sheets provided.

**N.B.** You will be also required to provide a C.V along with this completed application.

If you need any more information, please feel free to call and we will give you all the help we can. We look forward to receiving your application.

**PLEASE PRINT IN BLOCK LETTERS.**

**All information is given in the strictest confidence.**

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## **SECTION 1 – *about yourself***

Surname

First name(s)

Name you like to be known by

Address

Post Code

Daytime/work phone

Home phone

Mobile phone

e-mail

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## **SECTION 2 – *declaration***

I confirm that the information on this form is complete and accurate.

Signed

Date

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**YES**

**NO**

**SECTION 3 – *more about yourself***

Are you presently employed?

Is this full/part time or Self-employed?

What is your current occupation?

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**SECTION 4 – *references***

Please give the names and addresses of two personal referees. You **cannot** start working with us until we have received two satisfactory references.

**First  
Reference**

**Second  
Reference**



## **SECTION 5 – *employment history***

Please write in the box provided your employment history, starting with the most recent employment?



**SECTION 6 – *why are you interested in working for us?***

Please write in the box provided where you saw our advert for this post, and why you are interested in working with Kernow Positive Support (KPS).



**SECTION 7 – *previous experience & skills you can offer***

Please write in the box provided any previous voluntary work experience, especially within the field of HIV/AIDS, or in volunteer, charitable work.

Please write in the box below your interests and hobbies.

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## SECTION 8 – self disclosure of criminal convictions and relevant checks

In order for your application to be considered, you **MUST** complete this section. If you answered **YES** to the below will ask you to clarify the position.

Have you any 'Unspent' Convictions involving:

Violence.		
Non-consensual sex.		
Dishonesty.		
Coercion.	YES	NO
Abuse of a position of trust or authority.	<input type="checkbox"/>	<input type="checkbox"/>
Drug dealing.		
Theft.		
Damage to property.		

*You are not required to disclose any conviction, which is 'Spent' under the Rehabilitation of Offenders Act 1974.*

*As Kernow Positive Support (KPS) works with children and vulnerable adults we WILL carry out relevant checks.*

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## SECTION 9 – equal opportunities

Kernow Positive Support (KPS) strives to be an Equal Opportunities Organisation. Applications for paid employment and successful candidates are welcomed regardless of age, creed, disability, HIV status, marital status, gender, race or sexual orientation.

Please would you provide us with the following information to help us monitor some aspects of our Equal Opportunities Policy and make it more effective?

<b>I am:</b>		<b>Are you registered disabled?</b>		
Male.	<input type="checkbox"/>	YES	NO	
Female.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

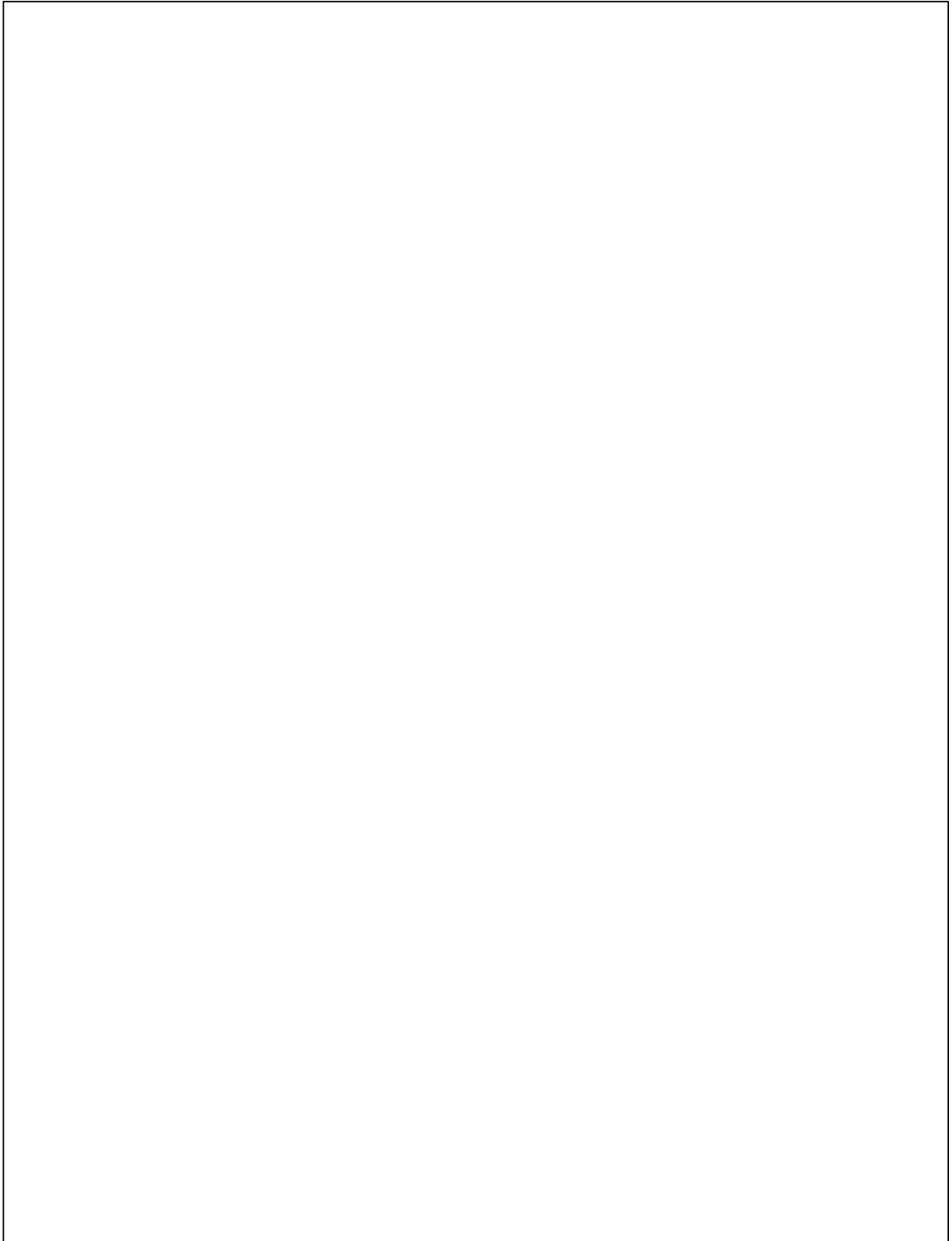
<b>I would describe my ethnic identity as:</b>		<b>How old are you?</b>			
Asian.	<input type="checkbox"/>	Black Afro-Caribbean.	<input type="checkbox"/>	18-24	<input type="checkbox"/>
Black African.	<input type="checkbox"/>	Black British.	<input type="checkbox"/>	25-30	<input type="checkbox"/>
White British.	<input type="checkbox"/>	Irish.	<input type="checkbox"/>	31-40	<input type="checkbox"/>
European.	<input type="checkbox"/>	Other.	<input type="checkbox"/>	41-50	<input type="checkbox"/>
(Please specify other)	<input type="text"/>			50+	<input type="checkbox"/>

**Kernow Positive Support (KPS) is registered under the Data Protection Act, and all information given is kept according to the requirements of the act.**

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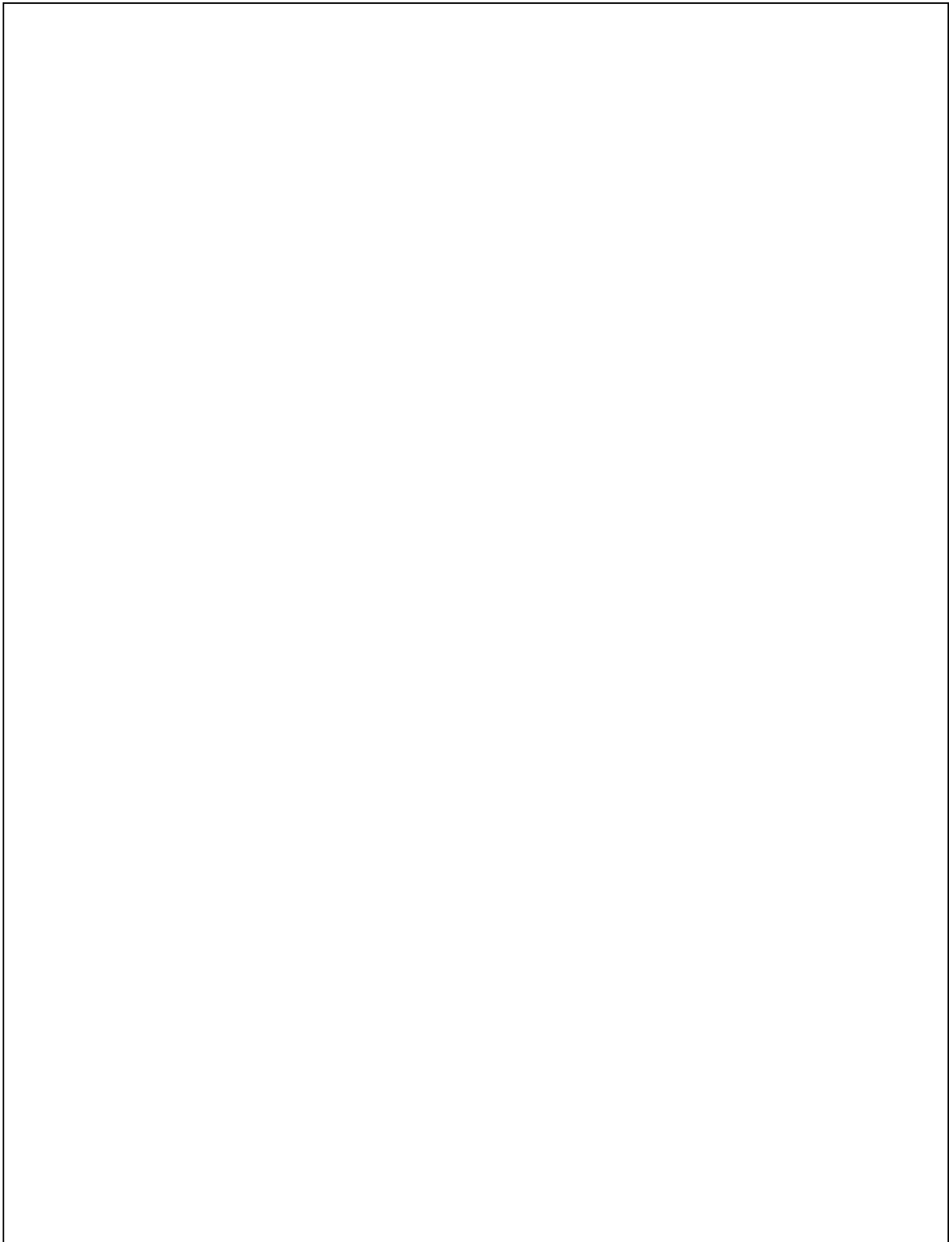
**SECTION  – *continued***

Please use this blank sheet if you require further space.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide further space for their response.

**SECTION  – *continued***

Please use this blank sheet if you require further space.

A large, empty rectangular box with a thin black border, intended for providing further space for writing or drawing. It occupies the majority of the page's vertical space.

# Kernow Positive Support (KPS)

## Application Supplementary Questions

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**Name of Candidate:**

**Date:**

**Please complete the following questions and submit these with a full CV along with your application.**

Can you describe a time when you have successfully negotiated a deal to obtain funds for a project you wanted to implement - what was the project, what did you do and how did you ensure success?
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How would you deal with someone you felt was prejudice towards another person because of their race, gender, religion or sexual orientation?
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Describe a time when you have helped someone who was going through a difficult time to get through it - What did you do and what was the outcome?
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How would you manage an angry member of the organisation and avoid conflict?
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**Please use extra paper if you need to**