

###### Information pack for candidates for the post of

**AONB/WHS Project Officer, Causeway Coast & Glens Heritage Trust**

Dear Applicant,

Please find enclosed an application pack for the post of **Area of Outstanding Natural Beauty/World Heritage Site Project Officer**, which contains the following items:

###### Section 1: Background to Causeway Coast Glens Heritage Trust (CCGHT) and the post of AONB/WHS Project Officer

###### Section 2: Job Description

Section 3: Essential and Enhanced Criteria

Section 4: Vacancy Application Form

Section 5: Job Competency Form

Section 6: Monitoring Form

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about CCGHT, the job vacancy and the skills required. Read these carefully to ensure that the job and conditions are suitable.

2. You must complete sections 4 and 5 accurately and return them to CCGHT by the date and time indicated below. You are also asked to complete a monitoring form (Section 6).

3. It is your responsibility to ensure that sufficient information is provided to enable a short listing panel to assess your suitability for this post. **Please show clearly in your application how you meet the essential and enhanced criteria.**

4. Applications, CVs and attached sheets:

* Completed applications should be emailed to [info@ccght.org](mailto:info@ccght.org).
* Applications may be printed, signed, posted or delivered to Causeway Coast & Glens Heritage Trust, The Old Bank, 27 Main Street, Armoy. Ballymoney. BT53 8SL.
* CVs **will not** be considered.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. It is the responsibility of the applicant to ensure that sections 4 and 5 are completed and returned to

CCGHT by **12 noon on Wednesday 7th August 2019.**

Your equal opportunities monitoring form (section 6) must also be completed and returned in a separate email or envelope, clearly marked ‘Monitoring Form’.

6. Interviews are likely to take place week on **Wednesday 21st August 2019**.

7. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide

documentary evidence of their identity for verification and photocopying.

###### SECTION 1: BACKGROUND TO CCGHT AND THE POST OF AONB/WHS PROJECT OFFICER

The Causeway Coast & Glens Heritage Trust (CCGHT) is a public/private/voluntary sector partnership set up in 2002. It is a company limited by guarantee, and achieved charitable status in 2017. It is managed by a Board of 14 Directors and 4 advisors including representatives of the local councils, voluntary sector bodies, representative organisations and community networks. The Heritage Trust is managed by the Chief Executive who has a small core staff team (currently 7 team members), supplemented by other staff brought in to deliver specific programmes and projects on a time bound basis.

The aim of the Heritage Trust is:

*“To raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast and Glens’ area including the Antrim Coast and Glens, Binevenagh and the Causeway Coast Areas of Outstanding Natural Beauty; and to promote environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all.”*

Under its Memorandum and Articles of Association, the aim of the Trust is supported by a series of objects:

1. To provide strategic direction and implement projects and activities aimed at the promotion of protected area management and sustainable development within the area.
2. To support, where appropriate, the implementation of recommendations within strategies, plans and programmes that conserve and enhance the natural, built and cultural heritage of the Causeway Coast and Glens.
3. To promote high quality visitor management programmes.
4. To promote the conservation of the natural biodiversity and important landscapes of the area.
5. To promote greater understanding and raise awareness of the unique heritage of the Causeway Coast and Glens for the benefit of all.
6. To provide a mechanism to assist with the management of the Causeway Coast, Antrim Coast and Glens and Binevenagh AONBs and work to ensure the implementation of each of the AONB Management Plans.
7. To argue the case for the designation of a National Park within the Causeway Coast and Glens area.
8. To support the implementation of recommendations within the Giant’s Causeway and Causeway Coast World Heritage Site Management Plan.
9. To support the implementation of Integrated Coastal Zone Management.
10. To initiate research and monitoring programmes on sustainable development and environmental management issues.
11. To secure and, where appropriate, distribute funding to assist in the implementation of the overall aim and objectives of the Trust.

CCGHT has responsibility for a large area of Northern Ireland covering the council areas of Causeway Coast and Glens and Mid and East Antrim Borough Councils. The area is situated along the coasts of counties Antrim and Londonderry. It includes three Areas of Outstanding Natural Beauty (AONB) - Binevenagh, Causeway Coast (including the Giant’s Causeway and Causeway Coast UNESCO World Heritage Site, Northern Ireland’s only WHS designation) and Antrim Coast and Glens (including Northern Ireland’s only inhabited offshore island – Rathlin Island). It also includes several Ramsar sites which all have international importance for their bird life alongside many Special Areas of Conservation, Special Protection Areas and Areas of Special Scientific Interest.

The Heritage Trust’s area has the longest settlement record in Ireland and therefore has a rich archaeological heritage. It includes over 2,000 listed buildings, 7 conservation areas, including a number of coastal villages and a number of unique settlements. The area’s rich cultural heritage coupled with its natural beauty makes it a popular holiday destination. The locality includes several major retail centres, ferry ports and major population settlements. Both tourism and agriculture continue to be very important economic drivers and play an important role in local people’s livelihoods.

The Heritage Trust has responsibility for promoting environmental management of the area, raising awareness of the unique character and special qualities of the area, while at the same time supporting sustainable development principles which can benefit both visitors and the people who live and work in the area. CCGHT has no statutory powers and as such seeks to influence and work in partnership with a range of statutory and other bodies to achieve its aims and objectives. In addition to influencing strategic direction, the Heritage Trust secures (and at times distributes) funding to assist it to implement and deliver its own objectives. It supports the development of strategies and the delivery of programmes and plans which aim to ensure the long-term benefit of the area and to balance this with current economic development in a sustainable manner. The three AONB Management Plans are excellent examples of this.

The Heritage Trust’s activities are currently supported through funding from the two Borough Councils, Tourism Northern Ireland and the Northern Ireland Environment Agency (NIEA). Additional project activity is supported through external funding from a number of sources including the National Lottery Heritage Fund, European Union sources, Foundations, etc.

**SECTION 2: JOB DESCRIPTION**



**JOB DESCRIPTION**

JOB DESCRIPTION

|  |  |
| --- | --- |
| **Post Title:** | Project Officer |
| **Employer:** | Causeway Coast and Glens Heritage Trust |
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| **Responsible to:** | AONB/WHS Project Manager |
|  |  |
| **Reporting to:** | AONB/WHS Project Manager, AONB Management Groups |
|  |  |
| **Responsible for:** | Delivery of AONB and WHS projects within the Causeway Coast and Glens Heritage Trust area |
|  |  |
|  |  |
|  |  |
| **Based At:** | Offices of CCGHT, Armoy, Co Antrim |
|  |  |
| **Start date** | As soon as possible following appointment |

**Overall Purpose of the job:**

To deliver specific projects and activities which enhance the identification, protection, conservation, promotion and presentation of the Areas of Outstanding Natural Beauty within CCGHT area.

**KEY DUTIES**

* To liaise with AONB Management Groups, World Heritage Site Steering Group and wider stakeholder groups to identify and implement actions which contribute to enhanced conservation and management of the 3 AONBs, including:
  + The development of management and action plans for the AONBs and WHS;
  + The provision of a secretariat service for the AONB management and WHS steering groups
  + Working in partnership with public, private and voluntary sector organisations to ensure successful implementation of the AONB and WHS management plans
  + The review, monitoring and evaluation of AONB and WHS management plans
* To deliver and coordinate a range of projects which aim to protect, conserve, enhance and promote the AONBs
* To undertake a range of representational duties as required by the Chief Executive and the AONB/WHS Project Manager in support of the overall objectives of CCGHT

**CONDITIONS OF APPOINTMENT**

Salary: NJC Scale - Range 19 – 25 (£24,799 - £28,7785 per annum).

New appointees are expected to commence employment at the bottom of the scale.

A pension scheme is in place in which staff may contribute at least 3%. CCGHT will contribute 6%.

The post will be for one year with the likelihood of extension subject to satisfactory performance and available funding.

The normal full-time working week is 37 hours. and will involve some evening and weekend work to meet the needs of the post.

**WORKING ARRANGEMENTS**

The post holder will often be required to work with minimum supervision and will on occasions be required to work in a countryside setting and/ or alone in remote locations.

Although the post will mainly be based at CCGHT Offices, travel to locations throughout the area will be required.

**SECTION 3: ESSENTIAL SHORT-LISTING CRITERIA**

1. **Either** At least 3 years relevant experience in the field of environmental sciences, earth sciences, countryside management, natural, built or cultural heritage, agriculture or planning,

**Or** A third level qualification in the field of environmental sciences, earth sciences, countryside management, natural, built or cultural heritage, agriculture or planning

**and**

at least 1 year working experience in the field of environmental sciences, countryside management, natural, built or cultural heritage, agriculture or planning.

1. **Demonstration of competency in the following key areas:**
   1. **Project development** **and management** – Proven experience of developing projects and proven experience in working with multi-disciplinary partners**.** Proven knowledge and skills in managing projects
   2. **Specialist knowledge** – A sound understanding of environmental and earth sciences and heritage conservation, enhancement and promotion and of the concept of protected area management.
   3. **Communication** – Excellent oral and written communication skills, including ability to write reports, memos and letters. Ability to operate a range of standard IT programmes.
2. All candidates must have a full current driving licence and/or access to a form of transport which will enable the post holder to carry out all duties

**Enhanced** **Short listing Criteria**

The Heritage Trust will short-list only those candidates who appear from the information provided, to meet the essential requirements of this post, and may in some circumstances rely on enhanced criteria for short listing purposes.

The following enhanced criteria will be applied:

* Specific experience in the development of management plans;
* Specific experience in working with Government funded environmental programmes;
* A project management qualification (such as PRINCE 2 or equivalent)

If a prohibitively high number of candidates meet the minimum short listing criteria, those who can demonstrate the enhanced criteria only will be shortlisted.

**Please Note:**

It is essential that applicants fully describe in the application form how they meet the experience and qualities sought. It is not appropriate simply to list the various posts that have been held. Assumptions will not be made from the title of posting(s) as to the skills and experience that may or may not have been gained.

**SECTION 4:** **VACANCY APPLICATION FORM**

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| **Job Ref No: AONB/WHS2019** |
| **Application No:** |



* **Please write clearly (type or block capitals)**
* **All information will be treated in confidence and will be used by CCGHT to assess your suitability for the job**
* **Candidates will be short listed on the basis of information contained in this application and checklist**

**The Vacancy**

Job Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see ad? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NI No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving license? Yes / No

Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post? Yes / No

**References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

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| --- | --- |
| **First Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Second Referee**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Have you ever been convicted of a criminal offence? Yes / No

[Exclude convictions which are spent under the

Rehabilitation of Offenders (NI Order 1978)]

**Your Qualifications**

|  |  |  |
| --- | --- | --- |
| Type of Exam (GCSE, NVQ, A Level, Degree etc) | Subject | Grade |
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Are you currently employed? Yes / No

**Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Jobs** (Start with present or most recent job)

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| --- | --- | --- | --- |
| Name & Address of Employer | Dates employed | Type of Job (give brief description of duties) | Reason for Leaving |
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[Please attach additional sheet if required]

**Declaration**

I declare that the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Section 5: JOB COMPETENCIES |

**Short listing Criteria- Job Competencies**

CCGHT will shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability. It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the Short-listing Criteria and possible Enhanced Short-listing Criteria as provided for on Page 6 of this document**.** To fully describe, please give 2 clear examples of your competency in each area.

To meet the short-listing criteria for Job Competencies, applicants must demonstrate experience and competency in the following 3 areas:

**Project development** **and management** – Proven experience of developing projects and proven experience in working with multi-disciplinary partners**.** Proven knowledge and skills in managing projects

|  |
| --- |
| ( Max 250 words) |

**Specialist knowledge** – A sound understanding of environmental and earth sciences and heritage conservation, enhancement and promotion and of the concept of protected area management.

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| ( Max 250 words) |

**Communication** – Excellent oral and written communication skills, including ability to write applications, reports, memos and letters. Ability to operate a range of standard IT software

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| ( Max 250 words) |

**Enhanced Criteria -** Specific experience in the development of management plans;

Specific experience in working with Government funded environmental programmes;

A project management qualification (such as PRINCE 2 or equivalent)

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**SECTION 6: MONITORING FORM**

**EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM**

CCGHT is committed to promoting equality, diversity and an inclusive and supportive environment for staff, volunteers and families.

In particular CCGHT will seek to ensure that people are treated equitably regardless of their gender, race, ethnic background, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, sexual orientation or other inappropriate distinction.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

**REQUEST FOR INFORMATION**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_

Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: Female / Male

Disability: Yes / No

You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment.

Health:

Do you have any medical condition Yes / No

that could significantly affect your performance

of the duties of the post for which you are applying?

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Religion:

I identify myself as (please tick)

Catholic

Protestant

Other

Nationality – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity – You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.

I would consider my ethnic origin as – please tick:

Chinese

Indian

Pakistani

Bangladeshi

Other Asian

Caribbean

African

White

Other Ethnic Background – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CCGHT is an Equal Opportunities Employer.*

**Please send your completed form (sections 4, 5 and 6) to:**

The Monitoring Officer

Causeway Coast & Glens Heritage Trust

The Old Bank

27 Main Street

Armoy, Ballymoney

BT53 8SL

or

info@ccght.org

|  |
| --- |
| **For emailed applications the subject line should clearly state:** **AONB/WHS Project Officer.** *(You will receive a response within 48 hours to confirm that your email has been received. If you don’t receive a response it is your responsibility to follow this up.)* |
| **Posted/delivered application forms should be submitted in an envelope clearly marked: AONB/WHS Project Officer.** |

To arrive not later than 12noon on **Wednesday 7th August 2019**

* Late applications will not be considered
* Applications that are not fully completed will not be considered
* CVs will not be considered

It is anticipated that interviews for shortlisted candidates will take place on **Wednesday 21st August 2019.**

**CCGHT Privacy Notice.**

This ‘privacy notice’ explains how CCGHT uses your personal information, how long we keep it for and if we share it with third parties.

We use the information you provide in your application to manage the recruitment process, to assess your suitability for employment, and, for successful applicants, to enter into a contract of employment.

The information you give us will not be shared with other organisations, except where they are party to the recruitment process (for example, DAERA).

The information you provide on the ‘Equal Opportunities Monitoring’ section of the Application Form will be used for equality and diversity monitoring. It is not shared with anyone involved in the selection process.

During the recruitment process, we may collect and share additional data to ensure we are complying with our legal obligations, for example, to check your right to work in the UK and for some roles, to carry out a criminal records check. We may also request references from your referees, where you have given us permission to contact them.

If you are successful, the information you provide will form the basis of your employee record and you will then be provided with the CCGHT Staff Privacy Notice within the staff handbook.

We will keep your personal data for no longer than is necessary. More detail on how long we keep different types of information can be found in our Data Protection Policy.

We do not use profiling or automated decision-making processes. This means that people are involved in every decision about you.