

Completing your Application

Job Description

The Job Description tells you what the tasks and duties of the job will be, along with who the post reports to and who will report into the post.

Person Specification

The Person Specification details the qualifications, experience, skills, knowledge, competencies and abilities we are looking for and will form the basis of our selection decisions. In your application you are strongly advised to describe how your experience enables you to meet these criteria.

Completing the Application Form

Complete **all** sections of the application form. You do not have to fill up all the space in each section. Make sure you are clear and read it through carefully to check for any mistakes. Return the application form and any additional pages, to the address shown at the top of the application form or referred to in the covering letter.

Personal Details: Part A

Make sure that you complete this section fully using block letters.

Equal Opportunities – The Co-operative is an equal opportunities employer and expects all successful applicants to actively support the policy. Applicants are expected to fill in the monitoring sections of the application form.

Employment: Part B

Write here the names, addresses and telephone numbers if you have them, of your present and past employers and the dates you were employed by them. This section should include any part-time, temporary or voluntary work.

Education & Qualifications: Part C

Make sure you give all the information needed, including dates. Make clear the level of your examinations e.g. Degree, GCSE, 'O' Level or 'A' Level etc. and the grades you obtained. Also, include here any skills training you have had.

Experience: Part D

This section is very important. It is a good idea to write down all your notes in draft on a separate sheet of paper before completing this section of the application form. You can if you prefer, attach separate sheets to the application form, but you should ensure that your name is clearly shown on each sheet. You may find it useful when completing your supporting statement to follow the order of points on the Person Specification, to demonstrate your competence to meet the criteria listed. We can only consider what you have written down in your application. We cannot make assumptions. Do not forget to include any relevant voluntary or community work.

Verification of Employment Records: Part E

Applicants' employment records will be confirmed with their current or most recent employer. Internal applicants must provide the name of their supervisor or manager most closely involved in their present work. School leavers will need to give the name of their Head of school or Head of an educational / training establishment. People who have not been in paid employment for a long time should tick the appropriate box. We do not require a personal reference.

Information for Disabled People: Recruitment & Selection Process

The Co-operative takes care in the recruitment of employees and aims to eliminate discriminatory barriers to employment. With particular regard to disabled job applicants, the Co-operative recognises that job opportunities will be denied if unnecessary or extensive physical and sensory requirements are imposed.

People are asked to declare their disability when applying for Co-operative vacancies and to present skills and abilities for full and fair consideration.

Equal Opportunities

The Co-operative is an equal opportunities employer. The aim of the Co-operative's Equal Opportunities in Employment Policy is to ensure that no job applicant is subject to discrimination. Equally, the Co-operative is actively promoting equality of opportunity in service delivery. In doing so, the Co-operative recognises that the composition of its workforce should, wherever possible and at all levels, reflect the community it serves.

Information to be disclosed

When applying for a job, the following information must be disclosed on the basis that it will be considered confidentially:

- If you are related to a Management Committee member or employee of the Co-operative.
- Any association which you, your partner or close relative may have with any organisations which provides goods or services to or which benefits financially from the Co-operative where the post applied for involves monitoring or dealing with that organisation in any way.

Returning your application form

- If you are returning your completed application form through the post, you should ensure that it has sufficient postage (one 1st Class stamp may not be sufficient).
- In order for your application to be considered, it needs to be returned by the advertised closing date so you need to allow time for delivery.
- Ensure your application has the job title and correct reference number on the top of the form.

Application forms should be returned to:

cos@abbeyroad.org.uk

or

**Abbey Road Housing Co-operative
220 Belsize Road
London, NW6 4DJ**

Receipt of Application Form

Because of the costs involved, we are unable to acknowledge receipt of application forms. If you require an acknowledgement please attach a stamped, self-addressed card to the front of your application form, which we will return to you on receipt.

Short-listing

Short-listing should be finalised within ten days of the closing date. Shortlisted applicants will be notified of interview dates.

Successful Candidate

All external successful applicants are subject to a 6 month probation period

About Abbey Road Housing Co-operative

Abbey Road Housing Co-operative is a legally constituted body administered by a voluntary Management Committee made up of Tenants and Leaseholders of Abbey Road Estate. Abbey Road Estate includes the buildings called Casterbridge, Emminster, Hinstock and Snowman House. The Co-operative took over management of the buildings from Camden Council on 1 May 1992. There are 278 properties within the Estate and these flats are made up of two-bedroom (136) flats, one-bedroom (132) flats and bedsits (10). At least 40 of these flats are now leasehold properties and we have no direct management responsibilities for them although we do carry out estate-based (communal) work that benefits leaseholders. Each year the members of the Co-operative elect a management committee to run the organisation.

What is the Co-operative?

A co-operative is a self-sufficient association of persons united voluntarily to meet their common economic, social & cultural needs and aspirations through a jointly owned and democratically controlled enterprise. Abbey Road Housing Co-operative was formed for the management of homes let by Camden Council, to improve those homes, the communal property or the housing management services being provided. Membership is open to all residents. You become a member by buying a share in the society, which costs £1.00. The share entitles members to: -

- attend General Meetings and vote on policy issues;
- elect a Management Committee at the Annual General Meeting;
- stand for election to the Management Committee

The main objectives of Abbey Road Housing Co-operative are:

- ❑ *The provision, construction, conversion, improvement or management on the Co-operative principles of dwellings.*
- ❑ *The provision and improvement on the Co-operative principles of land, buildings, amenities or services for the benefit of the members, either exclusively or in conjunction with other persons.*
- ❑ *The provision of housing management services to members of the Co-operative and to the occupants of dwellings that are the subject of a management agreement under which the Co-operative is acting as a managing agent for a landlord body.*

In carrying out these objectives the Co-operative shall work towards the elimination of discrimination based on race, ethnic origin, nationality, gender, disability, sexuality, age, class, appearance, religion, responsibility for dependents, unrelated criminal convictions or any other matter which causes any person to be treated with injustice.

What does the Management Committee do?

The Management Committee is responsible to the members for the overall running of the estate. Members of the Committee meet regularly to ensure that staff run the Estate properly on a day-to-day basis. Management Committee members are responsible for: -

- employing staff
- deciding how money is spent on the Estate
- ensuring that rent is collected
- overseeing the way that repairs are organised
- the improvements which take place on the Estate (within financial constraints)

Who works for the Co-operative?

The Co-operative employs an Estate Manager, who takes day-to-day responsibility for managing the estate. The Manager oversees the activities of the other members of staff: -

1. Housing Manager
2. Administrative Assistant
3. Repairs & Maintenance Officer
4. Two residential Caretakers

The Co-operative also employs the services of a variety of contractors.

Where does the money come from?

The Council is the owner of the Estate and receives 100% of rents charged against tenanted properties. The Council also makes a separate charge to leaseholders for service charges. Whilst we operate a collection service for rent charges we do not collect leaseholders service charges.

The Council is legally obliged to give us an annual Management and Maintenance Allowance (paid quarterly) so that we can pay for the cost of management and provide our repairs and caretaking services. We use the Allowance to run an Estate Office, to cover the costs of running the organisation and employing staff. We also pay contractors to carry out day-to-day repairs and to purchase equipment needed to make repairs. As the Co-operative holds the budget if any surplus exists at the end of the financial year we can hold that money in reserve and spend it on Estate Improvements.

Does the Council have any responsibilities left on the Estate?

The Council is responsible for repairs that cost more than £2,000. It is responsible for the heating and the hot water supply, and for the lifts and entryphone systems. In practice the Co-operative raises orders when faults occur with these items, but it does so with the Council's contractors. The Council decides who comes to live in the flats, and who transfers to any other property, either on or off the Estate.

Finally, the Council also has a general responsibility for ensuring that the Co-operative manages itself properly. It does this through the Housing Initiatives Unit, which monitors the Co-operative's activities on a regular basis. A member of the Unit's staff is invited to attend all Management Committee meetings and Annual General Meetings.