

Welcome to Better Start Bradford



Coming to work with Better Start Bradford

What you need to know



www.betterstartbradford.org.uk



Background to Better Start Bradford



Better Start Bradford is funded by The National Lottery Community Fund to help children in Bowling and Barkerend, Bradford Moor and Little Horton get the best start in life.

Bradford was awarded £49.8 million in 2015 for 10 years

We provide more than 20 projects for pregnant women and families with children aged under four. [.org.uk](http://www.betterstartbradford.org.uk)



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Programme Themes



Social and Emotional Development



Language and Communication Skills



Health and Nutrition



Why Better Start Bradford?

- Improved understanding of the importance of early childhood development – “1001 critical days”
- High level of needs in the area, children behind their peers at every age
- Aiming to learn what works in improving child outcomes. Working with Born in Bradford as our evaluation partner
- Aiming to make Bradford Babies Everyone’s Business – services and community



Who is involved with Better Start Bradford?

- Partnership Board – community members and delivery partners
- 20 Projects
- Core staff team of 32
- Community Champions
- Parents in the Lead Panel



Applying for a job with us

- In the job pack:
 - Job description
 - Person Specification
 - Privacy Notice
 - Application Form
 - Equal opportunities monitoring form

- Downloadable via the link in all our publicity
- Can be emailed to you
- Completed applications must be emailed to:
jobs@betterstartbradford.org.uk

[org.uk](https://www.betterstartbradford.org.uk)

<https://www.betterstartbradford.org.uk/jobs/>



Job Description

- What does it tell you?
 1. Main terms and conditions →
 2. Why Bradford Trident
 3. Outline of the Job role
 4. Specific responsibilities
 5. Who your manager will be
 6. What other responsibilities you will have as a member of Better Start Bradford's Team

Office base:	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Home-working options are available)
Hours of work:	Full time – 37 hours per week
Starting salary:	£26,000
Holiday entitlement:	25 days per year plus bank holidays and one floating day at Christmas/new year
Benefits:	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
Special conditions:	An Enhanced DBS Check is required The Better Start Bradford programme is funded until 31 March 2025



What does it tell you?

- **Most important piece of information in the pack!**
- We will be matching your application to the main requirements in the Person Specification
- Essential requirements are exactly what they say – if you don't meet them we cannot short-list you, however some may be verified in interview
- Desirable elements will help if we have lots of people
- Think about your skills and experience and how they match what we're looking for
- Those could be from voluntary work, education or community involvement



Person Specification – an example

Attributes	Essential or Desirable	How Identified Application Form / Interview / Test
Experience		
Experience of working with dads and male carers in partnership with a range of agencies including the voluntary and statutory sectors to improve outcomes for disadvantaged groups and communities of interest	E	AF/I
Experience of working with underrepresented groups, for example dads and male carers, refugees, ethnic minorities and migrant communities	E	AF/I
Experience of mentoring community members / dads and male carers	E	AF/I
Experience of facilitating community members / dads and male carers' participation in planning and/or decision making	E	AF/I
Qualifications/training		
A minimum of 3 years' experience working in a community development setting or similar	E	AF/I
Good general standard of attainment in English and Maths	E	AF
Degree / Diploma in Early Years or Community Development	D	AF
Special knowledge/skills		
A good understanding of the importance of dads' involvement in the early years and a preventative approach to achieving outcomes for children	E	AF/I
Excellent organisational skills with the ability to chair meetings and drive forward vision, strategy and plans	E	AF/I
Excellent communication both verbally and in writing, and effective listening skills	E	AF/I
Able to communicate in a minority language used in the Better Start Bradford area	D	AF
Personal circumstances		
Able to be flexible in your working hours.	E	AF/I
Disposition, adjustment and attitude		
Able to prioritise own workload and manage time effectively	E	AF/I
Able to multi-task and work well under pressure	E	AF/I



The Application Form

- **What are we looking for?**
- Clear answers to the questions
- Stick to the word count where it applies
- Refer to the Job Description and Person Specification – we want to know whether you meet our essential requirements **and** understand what the job role is
- So we need you to tell us that, giving evidence or examples
- A useful tool for describing your experience is STAR:
 - Describe a situation
 - Describe your task
 - Describe your action
 - Describe the result



Finalising the application

- Don't forget to sign it – an electronic signature will do
- Get it back to us on time
- Please complete the equal opportunities form; this and the front pages will be kept separate
- Please contact us if you have any queries



Shortlisting

Upon receiving applications the interview panel will shortlist candidates.

This process usually takes a week following the closure date

If you meet the criteria then you will be called to interview.

Interview Process

- **If you get called to interview** – there will be approximately 1 weeks notice.
- You will also be informed if there is a task or presentation to complete and given the theme for the presentation
- The task or presentation is usually at the start of the interview and will last for approximately 10 minutes.
- There will be 3 to 4 members on the Interview Panel – 1 from Better Start Bradford, 1 from a partner organisation and a community member.
- The whole interview will last no longer than 45 minutes.
- You will usually have the choice to attend in person or remotely.



Interview Process

During the interview, the panel will be scoring against the person specification and requirements of the job.

Questions will be related to information that you've already been invited to submit.

This will be your opportunity to elaborate on your experience and share examples of practice.

On the day of interview, we will let you know when and how you can be expected to be contacted regarding the outcome of the interview.

We will also inform you if additional people are still to be interviewed.

Regardless of the outcome we will contact you by telephone to provide feedback.





Any further questions?



Please don't hesitate to contact us.



Good Luck!

**Good
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