

# Sheffield & Rotherham Green Party

73 Eskdale Road, Sheffield S6 1SL

[www.sheffieldgreenparty.org.uk](http://www.sheffieldgreenparty.org.uk)

Thank you for your interest in working for Sheffield & Rotherham Green Party.

Here is some general information for applicants for the post of:

## **Part-time Design Production Assistant (DPA)**

### **Application**

Please complete the application form. Separate CVs are not required and should not be sent, as they will not be considered. If applying by email, please download the application form, save it, complete it and return it by email to [chair@sheffieldgreenparty.org.uk](mailto:chair@sheffieldgreenparty.org.uk) by the closing deadline. Alternatively, completed application forms may be posted, to arrive by the deadline, to Jon Ashe, 12 Southbourne Road, Sheffield S10 2QN. (This is not an online website-based application process.)

### **Here are some hints and tips on how to put a good application together:**

Every vacancy we advertise will have a role description (including a person specification), which will tell you all the details about the post. You should read all these documents before you begin to complete your application form.

We aim to treat every individual applicant for each post as fairly as we can.

We genuinely welcome applications from people from all kinds of backgrounds; so you should draw on all your relevant background when filling in your application form. You can write about voluntary work you have done, educational experiences and training schemes, experiences gained through your personal interests and domestic life, as well as any jobs that you have done. We only ask that you focus what you write, so that you convince us that you do have the skills we are looking for, no matter where you acquired them.

### **The Role Description**

This outlines the duties and responsibilities involved in the role, together with the skills, knowledge and experience we are looking for.

You should be ready to show us how you meet each requirement. You should give examples to back up each statement. These examples can be from your current or previous work, voluntary work or personal life.

Try not to just say "I've got good communication skills and good teamwork skills, so I can do the job". Where did you gain your skills? How do you put them to use? How often? As well as telling us what you have done, you can also tell us something about your views and how these might affect the way you approach your work.

Interviews will be held in Sheffield, probably on Wednesday 10<sup>th</sup> September during the day or early-evening. If shortlisted, you will be notified initially by phone (if possible), e-mail or text.

### **Conditions of service**

Full details of the postholder's particular Terms & Conditions will be provided to the successful applicant. In summary:

### **Salary**

Paid monthly in equal instalments in arrears by credit transfer to a bank or building society account on 30<sup>th</sup> of each month or the last banking day prior to 30<sup>th</sup>.

### **Probationary period**

Three months, with regular reviews during and after that period.

### **Hours and working pattern**

25 hours per month (ie approx 6 hours per week in an average week), spread across the month to take account of the production cycle for each of the e-newsletters and other design tasks. We will need the DPA to be pretty flexible in this respect. To illustrate, weekly working hours may need to range between 3 hours minimum and 15 hours maximum in a particular week, within a monthly total of 25 hours, ie there will be some relatively 'quiet' weeks, but some extremely busy ones, especially in the final stages of producing and issuing each e-newsletter edition. The precise working pattern is to be agreed initially between the postholder and his/her line manager, currently the SRGP chair, and reviewed regularly subsequently. Also, the time commitment required for this DPA role will be reviewed, and possibly modified, after 2-3 months.

### **Supervision and line management**

The postholder will have an induction period introducing them to the role, and regular supervision sessions. Everyone who works for SRGP is encouraged to ask for information, advice and support whenever they like and, where relevant, to take up any opportunities for training and skill development. We aim to foster a co-operative, inclusive working atmosphere.

### **Holiday entitlement**

28 days per year pro-rata. Public holidays are to be included within the total entitlement for this post. The holiday year runs from the first day of employment.

This post is not pensionable.

Notice periods, sickness and other procedures are covered in the Terms & Conditions.

We look forward to receiving your application.