# Job Title: Cultural Development Assistant

The following should also be submitted:

**Diversity Monitoring Questionnaire** (see below)

**Guaranteed Interview Scheme Form** – if applicable (see below)

**Further information about working with Ebbsfleet Development Corporation**

The Ebbsfleet Development Corporation is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We endeavour to promote this approach in those with whom we come into contact. We are responsible for ensuring that the highest principles of equal opportunities policy are put into effect.  As an equal opportunity employer, we make no distinction between people on grounds of their race, ethnic or national origin, age, religion or belief, sex, marital status, disability, part time status or sexual orientation.

**Diversity Monitoring**

The Ebbsfleet Development Corporation is committed to providing equal opportunities for all and welcomes applications from candidates irrespective of race, age, disability, sex, gender, marital status, religion, sexual orientation, or working patterns. Please complete the form at **Appendix 2** and return it with your application.

Please note the form will not be treated as part of your application. The data will be treated in the strictest confidence and will be used for monitoring and statistical purposes only.

**Guaranteed Interview Scheme**

The Ebbsfleet Development Corporation uses the Guaranteed Interview Scheme to help widen employment opportunities for disabled people. Applicants with disabilities who meet the essential criteria set out in the person specification and who submit a completed 'Guaranteed Interview Scheme' form at **Appendix 3** will be guaranteed an interview.

**Eligibility**

**Nationality requirements**

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA, or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)

certain family members of the relevant EU, EEA, and Swiss nationals

**Security Clearance**

Before the appointment of the successful candidate can be confirmed, a Government basic security check will be undertaken.

**Conflicts of Interest**

It is important that the highest possible levels of probity and integrity are maintained.  To that end, we ask that you give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to the Corporation or its parent organisation, the Department for Levelling Up, Housing and Communities (DLUHC).

These could include financial interests or share ownership, active connections within a field of expertise in which the Corporation will work, membership of societies, activities, associations or employment of a partner or friend in the particular field in which the Corporation will operate.

Any statements you make will be treated confidentially and we will contact you to discuss any potential conflicts that might arise to explain what might be required if you are successful and check that you still wish your application to be considered.

You will also need to uphold and adhere to the Seven Principles of Public Life (see Appendix 1).

**APPENDIX 1**

**The Seven Principles of Public Life**

**Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.

**APPENDIX 2**

**Diversity Monitoring Form**

The Ebbsfleet Development Corporation is committed to valuing diversity and equality of opportunity for our workforce.  To create a working environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. Therefore, we would like you to complete the attached questionnaire.

**Purpose and Benefits**

We need to find out whether our policy is working in practice and ensure there is no discrimination in the way that we appoint and promote staff. The purpose of monitoring is to identify trends that indicate problems, so that we can remedy them.  In so doing, the Corporation can adapt and amend procedures to provide a fairer and more effective posting system for all staff.

**What happens to the information I supply?**

Any information provided is treated in strict confidence and will not affect your application in any way.

The data will be used to produce statistical reports.  These comprise a series of anonymous figures, by which we can monitor the applicant numbers and performance within different groups.

Only those monitoring job advertising and staff movement will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable cross-checking between the forms and the paperwork to be undertaken by the Recruitment Team.

Staff involved in sifting and interviewing for the post will not see your questionnaire.

The information collated will not lead to a quota system nor be used against any particular group.

**Helping us to help you**

Your co-operation is central to building a workplace in which we all thrive; please help us to improve equal opportunities. We strongly encourage all applicants to complete and return the attached questionnaire to the recruiting manager.

We thank you in advance for your co-operation.

**Name of Applicant:**

**Post Applied For:**

It is important that you provide your name on this form so that we are able to analyse diversity details in respect of those who apply, are invited for interview, and are subsequently offered the posts. This information will not be shared with anyone involved in the sifting or interview process, and is purely for monitoring purposes

***1. Age***

Date of Birth:

Age:

***2. Gender***

Female:

Male:

Do not wish to disclose:

**3. Disability**

The Disability Discrimination Act defines a person as disabled if ''they have a physical or mental impairment, which has a substantial and long term (has lasted, or is expected to last, for at least 12 months) adverse effect on their ability to carry out normal day to day activities''.  Taking this into account, do you consider yourself to be a disabled person?

No:

Yes:

Do not wish to disclose:

If answering Yes, please state the nature of your disability:

**4. Ethnic Origin**

**Asian or British Asian**

Bangladeshi

Indian

Pakistani

Asian Other \*

**Black or Black British**

Black African

Black Caribbean

Black Other\*

**Mixed**

White and Asian

White and Black African

White and Black Caribbean

Mixed Other\*

**White**

British

Irish

Irish Traveller

White Other\*

**Chinese**

Chinese

**Other Ethnic Group**

Gypsy

Other Ethnic Group\*

**\*Any Other:**

Please Specify below

Do not wish to disclose

***5. Sexual Orientation***

Bisexual

Heterosexual

Gay man

Lesbian

Do not wish to disclose

***6. Religion and Belief***

No Religion:

Buddhist

Christian (all denominations)

Sikh

Hindu

Jewish

Muslim

Do not wish to disclose

Other:\*

\*Any other, please specify below

Thank you for completing this form. The information it contains will be treated in the strictest confidence.

**APPENDIX 3**

**Guaranteed Interview Scheme**

***Note - Only complete this form if you are applying for a guaranteed interview.***

We are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for a job vacancy. The job description gives you the minimum criteria. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary.

**Definition of a disability**

The Equality Act 2010 (EA) generally defines a disabled person as:

someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

We aim to select staff on suitability for the job and welcome your application if your disability does not stop you from doing the job in accordance with our responsibilities as an employer in accordance with the EA 2010.

**Please tick if appropriate:**

I consider that I have a disability under the terms of the Equality Act 2010 and wish to apply for a guaranteed interview, providing I meet the minimum criteria for the job vacancy.

**Name:**

**Address:**

**Date:**

Whether you choose to apply under the Guaranteed Interview Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the job or have questions regarding your application.

If you believe this applies to you, please state the type of disability you have:

**…………………………………………………………………………………………**

*We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.*

*If any of the options below would be of some help to you, please tell us by highlighting the appropriate options. Also let us know if there are other items you think you may need to complete the forms, and participate in an interview/selection tests.*

Induction loop

Sign language interpreter (type)

Keyboard or other facility for written test

Speech facilitator

Car parking arrangements and any added assistance

Wheelchair access

Accessible toilet facilities

Any other assistance

Applicants with disabilities who have any queries about specific needs should contact regen2031@kent.ac.uk

If you have equipment of your own or an interpreter of your choice available for the interview, please provide details.

*Any false declaration of disability to obtain an interview may invalidate the contract of employment / posting.*