




Thank you for your interest in working for Nacro, working for Nacro will provide you with an exciting and challenging opportunity to progress your career - and the chance to make a real difference to people's lives.

This guide is designed to assist with the following:

- Registering to complete a job application
- Completing your job application
- Information to include within your CV
- Information to include within your Supporting Statement

If you would like to apply for a vacancy with Nacro, select your desired vacancy.

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Jobs with Nacro

Working for Nacro will provide you with an exciting and challenging opportunity to progress your career – and the chance to make a real difference to people's lives. We offer our staff a competitive package, as well as ongoing training and development.

Trainer - Maths & English
Ref: 52811 | Location: Longton | Closing Date: 22-03-2016

Media Manager
Ref: 52980 | Location: London, Southwark | Closing Date: 28-03-2016

Team Manager
Ref: 52985 | Location: Doncaster | Closing Date: 28-03-2016

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- [What we do](#)
- [Why work for us?](#)
- [Candidate Submission Guide](#)
- [Manage my applications](#)

RELATED LINKS

- [Staff benefits at Nacro](#)

WHAT STAFF SAY

Once you are ready to make an application, click on the vacancy of interest and click Apply now.

Home / Team Manager

Team Manager

Permanent	Full-time	Doncaster	£26,014 per annum	Closing date
				28 March 2016

Ref: 52985

Number of hours: 40.00 Per Week

Nacro is a social justice charity. It helps vulnerable people to change their lives and to reach their full potential by addressing social exclusion, inequality of opportunity and deprivation. We design and deliver services that equip people with the skills, advice, attitude and support they need to move their lives on and to become part of their community. Our services cover education, housing, substance misuse treatment and the prevention of reoffending.

We are currently seeking to appoint a Team Manager to take responsibility for the delivery of our work in the Doncaster area under a Sub-Contract to Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH). RDaSH, in partnership with The Alcohol & Drug Service (ADS) will deliver a range of Substance Misuse services in the Doncaster area, from the 1st April 2016, under the partnership's Aspire brand: <http://www.aspire.community>

Working within the wider Aspire model, Nacro will take responsibility for the Criminal Justice and Employment, Training and Education (ETE) elements of the service. This will include responsibility for Drug Rehabilitation Requirements (DRR), Alcohol Treatment Requirements (ATR) and for Employer Engagement and ETE advice and opportunities.

The Team Manager will be responsible for:

- Successful contract delivery and overall performance management of the service
- The direct line management and development of the 8 delivery staff working on the service
- Represent Nacro within the wider Aspire service for operational matters
- Represent Nacro with key stakeholders, including local statutory Criminal Justice agencies, to ensure smooth operational running and that the service is appropriately promoted

Jobs with Nacro
What we do
Why work for us?
Candidate Submission Guide
Manage my applications

Apply now

OTHER FORMATS

For a paper application or alternative format, please contact the recruitment team.

Tel: 020 3096 4454

[Email us](#)

To proceed with your application, register your details by entering your name, Email and a password. Once you have registered, you will be sent an email confirming your login details.

Already registered?

Username

Password

[Login](#)

Forgot your login details? To have your username and/or password sent to you again, please provide your email address below.

Email

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Register

Forename

Surname

Email

Choose password

Password rating

Re-enter password

Jobs with Nacro
What we do
Why work for us?
Candidate Submission Guide

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Once you have been sent your login details and logged in, you can continue to apply for the vacancy. Please note all sections **must** be completed in full.

As part of the application process you must upload a CV and Supporting Statement.

Attach CV/Resume ⓘ

Please upload your CV and supporting statement to the system.

Please include paid work, unpaid placements and voluntary work, as well as details of your education, training and relevant qualifications.

* Upload your CV here No file chosen

Supporting statement ⓘ

Please tell us what makes you suitable for this job. Your application will be judged against each point in the person specification, which lists the essential requirements and competencies for the post. Please give specific details of your skills, experience and knowledge in each area and any relevant experience gained outside paid employment. This may include voluntary work in the community or experience of organising social activities or carrying out domestic duties.

* Upload your supporting statement here * No file chosen

Completing your application

Your application is your first opportunity to make a good impression and demonstrate how you meet the requirements of the position you are applying for. It is important that you refer to both the job description and person specification when completing your application to ensure you address all the key skills, knowledge and experience required of the post holder. Ensuring you address these key areas will increase your chances of being invited to interview.

What information should a CV include?

A good CV should include information under the headings below. The order in which you present these can be varied slightly and you should be willing to tailor your CV to promote your suitability for any particular application, according to the description/specification of the job you are applying for.

Personal details

- Do set out your contact details clearly and visibly (postal and e-mail addresses and phone number/s).
- Do state any work permit/current visas that you have.
- Do include a personal statement.

Education and qualifications

- Do include the names of institutions you studied at and the dates you attended them, in reverse chronological order (i.e. most recent first, university before school results).
- Do state the grade you attained for your degree and the pass rate for any professional qualification/s taken (e.g. ACA - First time passes.)

Work experience

- Do place each position you have held in reverse chronological order (i.e. most recent first) on your CV. Make sure there are no unexplained gaps. Include both years and months. Where possible provide your reason for leaving positions e.g. promotion, redundancy, career opportunity etc.
- Do list all relevant responsibilities, skills, projects and achievements against each role.
- Do use the correct tense for work experience; i.e. list responsibilities in your current role in the present tense (e.g. compiling monthly reports) but in the past tense for previous roles (e.g. compiled monthly reports).
- Do use a bullet point format and make each point clear and concise.

Other

- Do include any IT skills.
- Do include any other recent training/development that is relevant to the role to which you have applied.
- Do state that references are 'available on request'.

General Tips

- Your CV should be clear, concise and easy to read. Explain any gaps in career history.
- Double check the entire CV carefully for grammatical errors and spelling mistakes and to ensure that each point makes sense.
- Your CV should ideally cover no more than two pages and never more than three.
- Remember if your CV is badly written then the content will be irrelevant.

What information should a Supporting Statement include?

- This is the most important part of your application. Please tell us what makes you suitable for this job. Your application will be judged against the person specification, which lists the essential requirements and competencies for the post.
- Please ensure you indicate whether you have all the necessary attributes outlined in the person specification and fulfil any other requirements, such as possessing a driving licence or the ability to work unsociable hours.
- Please address each point of the person specification giving details of your skills,

experience and knowledge in these areas.

- Please be specific. The shortlisting panel needs to know how and why you consider yourself suitable for the job. Give specific examples of how you have used your skills, knowledge and experience in previous roles and how this has improved or changed results.
- Give details of duties carried out in your current and previous jobs and mention any relevant experience gained outside paid employment (for example, you may have undertaken voluntary work in the community or have experience of organising social activities or carrying out domestic duties).

Your reasons for applying for the job

- This is an opportunity to demonstrate your understanding of the job, your motivation to do that kind of work and your interest in working for Nacro.

Your work experience, including voluntary work

- Your work experience and any voluntary work is important to refer to. Draw attention to any particular achievements and responsibilities you have experienced at work and provide examples of this.

General Tips

- Please ensure your supporting statement reflects the seniority required of the role you are applying for.
- Your supporting statement should ideally be at least one side of A4.
- Remember if your Supporting Statement is badly written then the content will be irrelevant.

Once you have uploaded both your CV and Supporting Statement, you can then submit your application, or save your application to return to at a later stage. First, tick the box within the Declaration and then press Send.

Declaration

I declare that the information given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made.

I understand that, in the event of being offered the job, I will be required to complete a confidential declaration in respect of my state of health.

I understand that, if appointed to a post working with young people or vulnerable adults, an enhanced criminal record check will be made with the Disclosure and Barring Service (which has replaced the Criminal Records Bureau). I understand that ill health or a criminal record will not necessarily bar me from the post.

I understand that, if appointed, any false information later revealed could result in my dismissal.

Please tick

Save

Send

After saving your application, you can view and manage your saved and applied for jobs in [Manage my applications](#)

To view any submitted or saved applications go to the 'Manage My Applications' section on your profile.

Good luck with your application!

For further guidance or assistance with your application please call the Guidant Group Recruitment team on Tel: 020 3096 4454