



Dear Potential Community Stakeholder Group Member,

Crystal Palace Park Community Stakeholder Group Member Vacancy

Thank you for your interest in becoming a member of the Crystal Palace Park Community Stakeholder Group. There follows a detailed pack providing information about the membership vacancies currently advertised.

Eight community representatives are sought to join the newly established Crystal Palace Park Community Stakeholder Group to champion local and regional community interest in the park and to help direct the Crystal Palace Park Management Board with achieving its vision and purpose.

The volunteer role description below relates to the general skill sets that we have identified to help progress the work of the Group. However, we are particularly interested in applicants with a knowledge or interest in green space, heritage, communications, IT, events, fundraising or finance. This is not an exhaustive list and if you feel that your skills and experience would benefit the Group we would still be **very** interested to hear from you.

Before submitting a formal application, you may wish to find out more about this new project for Crystal Palace Park. If you would like to discuss anything informally, there will be an opportunity to do so at a drop in session, details for which are contained in this pack. Alternatively, you can email community.development@bromley.gov.uk.

We are working in partnership with staff at Community Links Bromley who are managing the recruitment process on our behalf and, using their expertise, to help support the Community Stakeholder Group in its early stages.

We very much look forward to hearing from you.

Yours sincerely

Community Development Team
London Borough of Bromley
0208 313 4880
community.development@bromley.gov.uk

Crystal Palace Park Community Stakeholder Group

Membership Vacancies – Advertisement

Crystal Palace Park, South East London is not only a neighbourhood park but is a regional, national and international attraction.

The London Borough of Bromley is establishing a Crystal Palace Park Community Stakeholder Group as part of the Crystal Palace Park Management Board to explore and deliver opportunities for the future management, restoration, development and protection of Crystal Palace Park; recognising the site's multi-faceted historical significance and creating an environment which is valued and admired by local people and visitors alike.

Are you interested in championing Crystal Palace Park for the community? Have you got strong networking and communication skills and a desire to make a difference to a historic and valuable green space? Then we want to hear from you!

Applicants with a knowledge or interest in green space, heritage, communications, IT, events, fundraising or finance are particularly welcomed.

Community Stakeholder Group members are not remunerated but all reasonable expenses are reimbursed. Group meetings take place quarterly in the London Borough of Bromley.

If you are interested in these opportunities to make a real difference to an important green space and heritage asset, please download an application pack from www.bromley.gov.uk/crystalpalacepark

There will also be an opportunity to speak with a Council officer at a drop in session:

- Tuesday 6th December 2011 between 19:00-21:00 at the National Sports Centre, Crystal Palace Park
- Saturday 10th December 2011 between 10:00 – 14:00 at the Paxton Suite, The Lodge, Crystal Palace Park

Applications should be returned to Sue Lee, either via email at suel@communitylinksbromley.org.uk or by post to Community Links Bromley, Community House, South Street, Bromley BR1 1RH, before Friday 16th December 2011.

Interviews will take place during the week commencing 5th January 2012.

Vacancy: Community Stakeholder Group member

Role description

The Community Stakeholder Group will be directed to investigate and deliver projects and initiatives in Crystal Palace Park that will ensure that the overall Management Board's vision and aims are realised. Their purpose is to celebrate and promote Crystal Palace Park and to represent local community interests.

The duties of every Crystal Palace Park Community Stakeholder Group member will be:

- To champion Crystal Palace Park in the community
- To take opportunities to engage the community in dialogue about the park
- To raise awareness of the park through the creation of a website, promotional materials and community events
- To pursue opportunities for funding
- To proactively encourage community investment in the park, including the development of existing volunteer programmes
- To deliver site projects using community resources for the overall improvement of the park

Person Specification

- A commitment to the Crystal Palace Park Management Board
- A willingness to devote time and effort to the pursuance of the Management Board's aims and objectives
- Experience of working in and for the community
- Good, independent judgement
- An ability to think creatively
- Good interpersonal skills and the ability to work effectively as part of a team

Commitment

The Crystal Palace Park Community Stakeholder Group will be expected to meet monthly.

All Community Stakeholder Group members will be expected to act in accordance with the Crystal Palace Park Management Board terms of reference.

The Crystal Palace Park Management Board

Please read in conjunction with the appended Crystal Palace Park Management Board structure chart.

The Crystal Palace Park Management Board is being established to explore opportunities for the management, restoration, development and protection of Crystal Palace Park; recognising the site's multi-faceted historical significance and creating an environment which is valued and admired by local people and visitors alike.

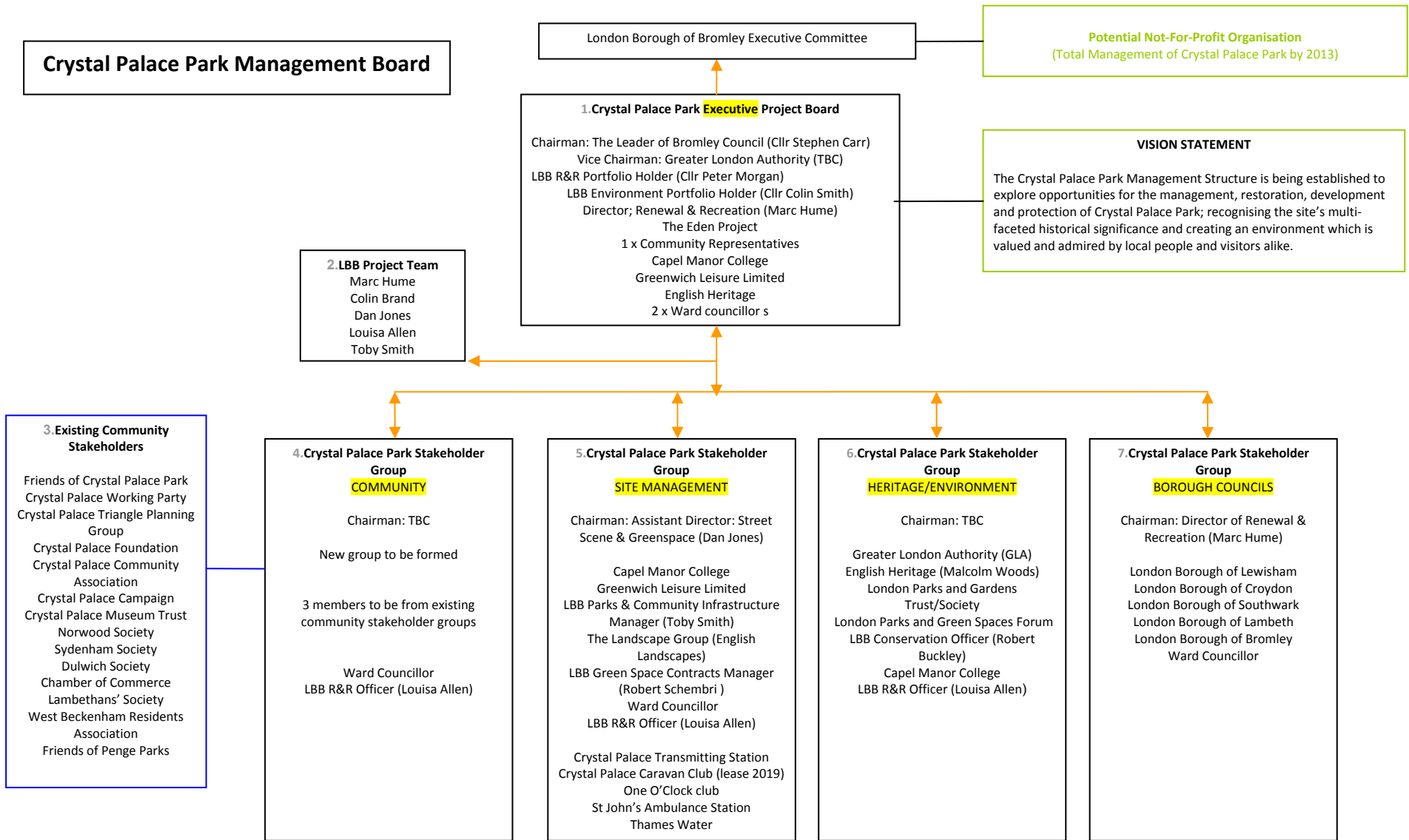
The Crystal Palace Park Management Board shall consist of the following:

- Crystal Palace Park Executive Project Board
- LBB Project Team
- Crystal Palace Park Stakeholder Groups

Crystal Palace Park Management Board will be responsible for making recommendations to Bromley Council's Executive Committee who will determine the future management of Crystal Palace Park. These recommendations will place an emphasis on:

- Restoring and protecting Crystal Palace Park's heritage and infrastructure
- Improving and developing community use and investment in the park
- Recognising and sharing the Park's local, regional and national significance
- Determining and securing the Park's importance for the future

Crystal Palace Park Stakeholder Groups are responsible for investigating and delivering options for Crystal Palace Park as directed by the Crystal Palace Park Executive Project Board.





Application Form



Personal Details

Surname: _____ Title (eg. Mr, Mrs, Miss, Ms): _____
(BLOCK CAPITALS)

First Name/s: _____
If you prefer to use a different first name please state: _____

Address: _____
_____ Post Code: _____

Telephone No. (home): _____ e-mail (home): _____
Telephone No. (work): _____ e-mail (work): _____
Telephone No. (mobile): _____

Relevant Skills and Experience – *Please explain why you would like to join the and how your qualifications and experience to date equips you for this role. Please ensure you list your current or most recent employment or volunteering role. Please feel free to use additional sheets if you wish.*

References – All applicants must give details of two referees. The first referee must be a professional reference. If you are a school/college leaver, please give the name and address of head teacher/tutor. You should not be related to your referees. We will not contact your referees without checking with you first.

First Reference

(current employer or most recent if unemployed)

Name of referee _____
 Job title _____
 /relationship _____
 to you _____
 Address _____

 Post Code _____

 Tel No _____
 Email _____

Second Reference

Name of referee _____
 Job title _____
 /relationship _____
 to you _____
 Address _____

 Post Code _____

 Tel No _____
 Email _____

No membership opportunity will be offered until references have been received.

Appointment of People with Disabilities – The London Borough of Bromley operates an interview guarantee scheme for applicants who declare they have a ‘disability’ as defined in the Disability Discrimination Act 1995 (see page 5 of the application form for information on the definition of a disability) and meet the requirements for the job. If you consider that you have a disability relevant to the performance of the duties described in the job description for the post, please provide details of:

Any assistance you will require if called for interview	Any equipment or adaptations that will assist you to meet the requirements of the job description

Recruitment Monitoring

The Council is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore, we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

Personal Details

Surname

(BLOCK CAPITALS)

First Name/s

Date of Birth

Gender

Male

Female

Ethnic Group – Please tick one box (or write in one box if appropriate)

(a) Asian or Asian British

Bangladeshi

Indian

Pakistani

Asian other (please write in)

(b) Black or Black British

African

Caribbean

Black other (please write in)

(c) Mixed

White and Asian

White and Black African

White and Black Caribbean

Mixed other (please write in)

(d) White

British

European

Irish

Romany/Traveller

White other (please write in)

(e) Chinese or other ethnic group

Chinese

Other (please write in)

(f) I decline to self classify

(please tick)

Disability

To help you decide whether you have disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

- (1) mobility;
- (2) manual dexterity;
- (3) physical co-ordination;
- (4) continence;
- (5) ability to lift, carry or otherwise move everyday objects;
- (6) speech, hearing or eyesight;
- (7) memory or ability to concentrate, learn or understand; or
- (8) perception of the risk of physical danger.

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information, please tick the appropriate box and indicate the category of impairment, which applies to your disability.

Please tick one of the following as defined by the Disability Discrimination Act 1995

- I **do** consider myself to have a disability
- I **do not** consider myself to have a disability
- I **decline to** self classify as to whether I consider I have a disability

Age –What is your age range?

- Under 20
- 20 - 29
- 30 - 39
- 40 - 49
- 50 - 59
- 60+

Additional Information

Are you related to a Councillor or senior officer of the London Borough of

YES NO

If yes, please state her/his name

Warning – Canvassing of, or failing to disclose relationship to a Councillor may disqualify you.

Applicant's Declaration

I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any membership opportunity is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to the Crystal Palace Park Community Stakeholder Group, may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 1998.

Signed _____ Date _____