



the **GEM**
programme

Candidate Pack 2019

GEM Programme

Dear Candidate

Thank you for your interest in the GEM Programme.

The GEM Programme aims to invest in your energy, talent, passion and values to provide the housing and community sector its leaders of the future. Your time on the programme will be an intense learning experience which will require no end of focus, commitment and flexibility from you.

Our new programme, starting in autumn 2019, will give you a flying start to your career in the sector and in return for your efforts, you will benefit from a paid traineeship; personal and leadership development as well as the delivery of a level 4 Chartered Institute of Housing qualification which your employer will fund for you.

Please use this pack to help structure your application with particular focus to the Skills, Values and Attributes' required, ensuring you are able to commit to all the dates listed.

From previous experience, the applicants who succeed in being shortlisted to interview stage are those who put work into their application by researching the sector and the organisation, giving consideration to what the sector can do for them, and what they can bring to it.

Good luck with your application. If you have any queries please do not hesitate to contact us on info@centreforpartnership.co.uk.

Yours sincerely

David Bramley
GEM Relations Business Lead

GEM Programme

Delivery model

Element of Programme	GEM Programme
Recruitment:	<ul style="list-style-type: none"> • Application - candidates submit their CV with a covering letter and are shortlisted by the CfP team to go through to the next stage. (Please ensure you answer the questions outlined in the cover letter brief, as your answers will be selection fundamental part of the shortlisting process) • Telephone Interview - successful applicants will be invited to take part in short telephone interview with a member of the CfP team based around competencies, values and their suitability for the role. • Assessment Centre - successful candidates will be asked to attend a group assessment centre with CfP and the employing organisation.
Work based role:	Duration of at least 12 months with a partner organisation. Partners agree to release graduates for learning activities and marketing involvement.
Qualification:	Level 4 Certificate in Housing – See page 7
Future Housing Leaders	Personal and leadership development and one to one mentoring, tailored to the outcome of psychometric tests. Themes will include Mental Health, 21 st Century Leadership, Team Work, and Personal Development.
Career Building:	<ul style="list-style-type: none"> • One to one mentoring • Action planning and feedback from workplace • Personal and career development mentors throughout the programme • Access to contacts and networks • Support with securing employment on completion of the programme
Delivery method:	Blended learning format: <ul style="list-style-type: none"> • GEMshacks spread throughout the year • Opportunities to get involved in projects and research through CFP, CIH and partner organisations • Access to learning resources and learner forum • ‘On the job’ learning and shadowing in the workplace • See page 5 for more information
CIH:	GEMs registered as CIH student members on induction by CfP giving access to their website, relevant events and information.

** This delivery model is to give you an idea of what is involved and is based upon the 2018/2019 model. It is subject to continuous review and improvement by the GEM Board, which includes learners, partners and tutors

GEM Programme

GEMshacks

The GEM Programme operates with a clearly defined values system and we also ask GEMs to demonstrate particular generic skills and attributes. It is important that all participants sign up to and demonstrate the following:

- A strong belief in **Social Justice** acknowledging that the world isn't a level playing field for all
- Both **Societal** and **Interpersonal Empathy**
- **Professionalism** and **Respect** for others at all times recognising that they represent their employer and the GEM Programme
- Use of **Critical Thinking** to analyse and evaluate issues before judging
- Strong **Personal Organisation** skills to counter balance the workload
- Use of **Initiative** both within and outside of the workplace
- Being able to take **Ownership** of work and responsibilities
- The ability to develop **Emotional Intelligence** and **Resilience** to build effective relationships and overcome adversity



The GEM Programme is built around GEMshacks, of which there will be 9 across the 12 month duration of the GEM Programme. Each GEM shack will be an amalgamation of CIH and Future Housing Leader content designed to offer each GEM a unique opportunity to develop within the housing sector. These are led by the GEM Team and guest experienced practitioners.

GEM shacks offer an opportunity for social learning between GEMs and organisations. We welcome guest speakers from our partner organisations and externally to join us at GEM shacks. Homelessness provides a thread that runs through the programme and GEMs are invited, through a 'call to action', to make a difference to homelessness in some way. The 2017/18 cohort were involved in the creation of a community café, charity walks and sleep-outs, research into loneliness in hostels, research into the impact of domestic violence on homelessness, production of a leaflet setting out homelessness services in Liverpool and the development of temporary accommodation for homeless people.

Each of the GEM shacks will be blended with online learning to deliver the CIH L4 Certificate in Housing.

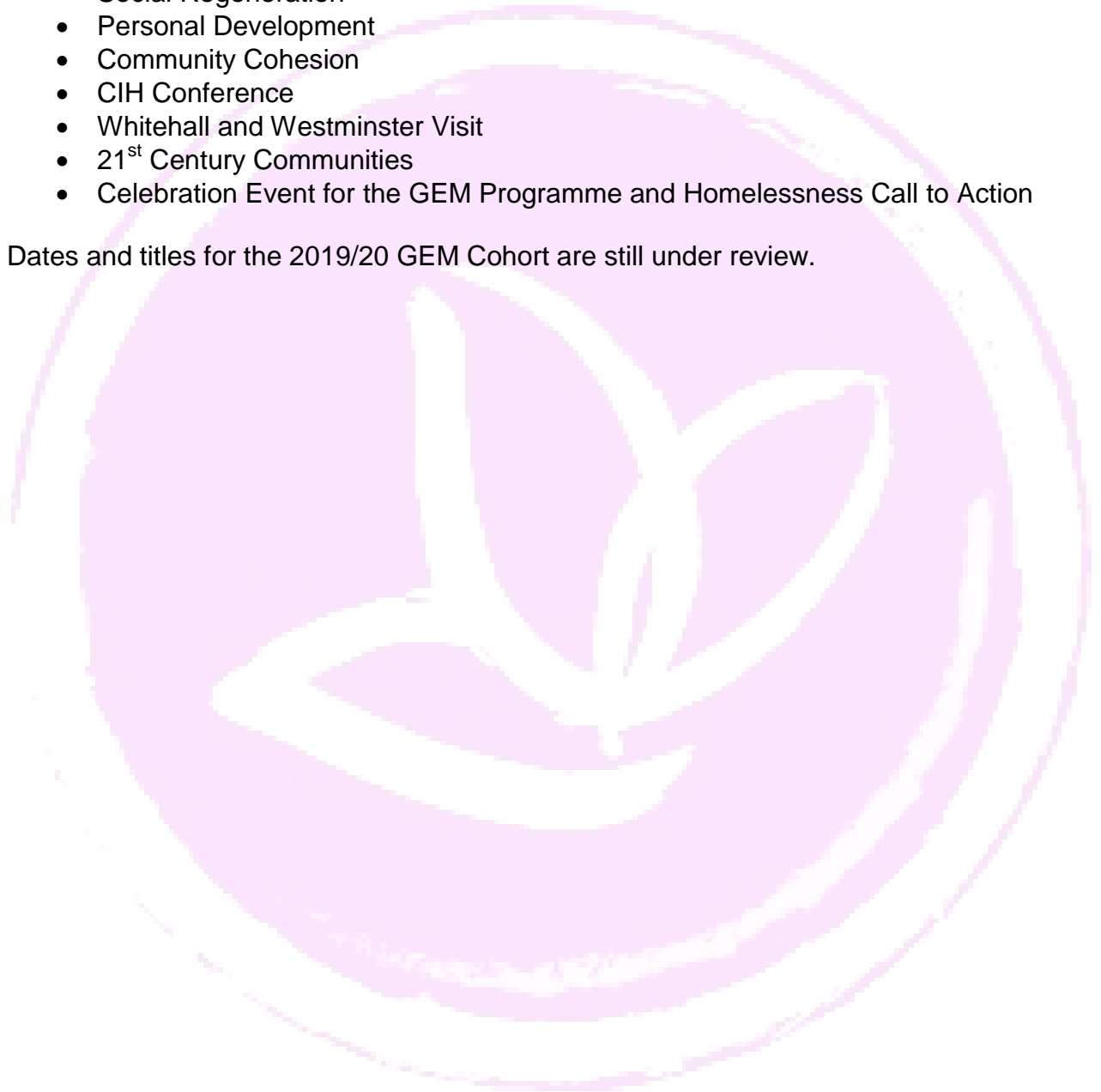


GEM Programme and CIH Level 4 Certificate in Housing

GEMshacks will be held throughout the UK.
Here are the GEM shacks from the 2018/2019 cohort:

- Welcome to the GEM Programme
- Homelessness
- Social Regeneration
- Personal Development
- Community Cohesion
- CIH Conference
- Whitehall and Westminster Visit
- 21st Century Communities
- Celebration Event for the GEM Programme and Homelessness Call to Action

Dates and titles for the 2019/20 GEM Cohort are still under review.



We have a formal Strategic Partnership with the Chartered Institute of Housing and we are an Accredited Centre for the delivery of CIH qualifications. GEM participants work towards the achievement of the CIH Level 4 Certificate in Housing, which is designed for learners working in the UK and Ireland.

The qualification is comprised of the following units:



**Chartered
Institute of
Housing**
Approved centre

GEM Programme

Interview Guidance

The GEM Programme's aim is to give graduates an opportunity to start a career within the social housing sector. We understand that not everyone has a lot of work experience hence why our recruitment is value based. Please refer to the values, skills and attributes mentioned on page 4 throughout the application process.

Throughout all stages of the recruitment process we would highly recommend that you structure your answers using the STAR method. Using this method ensures that we, as the recruiters, gain enough information from your answer to evidence how you meet the shortlisting criteria - please see below for an example.

During your telephone interview you be asked questions based around the work essentials and our core values. We will ask you to give examples to show us that you have these essential qualities that are need for success on the GEM Programme. We appreciate that not everyone will have a lot of work experience to draw examples from so we will also accept examples from your personal life and your time at university.

Most importantly, please remember that this is **your chance** to shine so please ensure that you focus on **your role** within the team and how **you** made things happen or how **you** solved the problem etc.

Situation	Describe the exact situation that occurred e.g. "I once took a phone call from a customer who was really angry because they had received an important document we had promised them would be received that day"
Task	Describe your responsibility in relation to this role e.g. "As a customer service officer, I was concerned that the customer was upset with our service and knew that I needed to resolve it as soon as possible"
Action	Describe what action you took e.g. "I therefore let the customer explain the problem and listened carefully to their explanation. I apologised for the delay and told them that I would investigate the problem and gave them a timescale for when I would get back to them. I contacted the deliveries department and discovered that there had been a problem with some deliveries as a driver was off ill. I therefore arranged for a special courier to deliver the document and advised the customer"
Result	Describe the result of your actions e.g. "I rang the customer to ensure he had received the document and he was absolutely delighted that I had worked so hard to get the document to him on time. In fact he was so impressed that he asked us to undertake some more work for his company"

Applying for The GEM Programme – Candidate Covering Letter

Brief:

Thank you for your interest in a role with the GEM Programme.

In order to apply, please send an up to date CV and cover letter through to

info@centreforpartnership.co.uk

Please ensure your cover letter clearly answers the key questions below. You can find guidance on answering these questions in the Candidate Pack 2019.

Please state the role you wish to apply for:

Should you wish to apply for more than one role, please submit separate cover letters for each role along with your CV.

Key Questions:

1. What do you already know about the housing sector and the organisation you are applying to? (max. 250 words)
2. Please provide examples of how you have demonstrated the GEM skills, values and attitudes, as set out on page 4 of the candidate pack. Try not to use the same example each time; you may use examples from your employment, volunteering, university or any other aspect of your life. (max 500 words)
3. Please demonstrate how your knowledge, skills and experience map against the essential and desirable criteria outlined in the role specification. This could be from work, university or your personal life. (max 500 words)

If you have any questions about the application process please contact one of the GEM team on 01274 254701 or email info@centreforpartnership.co.uk

Best of luck!