

VOLUNTEER JOB DESCRIPTION AND APPLICATION FORM

Job Title Crisis Response Team Operative
Responsible to Operation Orphan CRT Director

CRISIS RESPONSE TEAM (CRT) VISION

Where children are orphaned through a sudden disaster, natural or man-made, Operation Orphan will do all they can to ensure these children are identified, made safe and kept safe.

JOB PURPOSE

Operation Orphan CRT is on call 24 hours a day, 365 days a year to respond to large-scale disasters. The team will deploy only when the affected country calls for international assistance and there is mass loss of life with the high potential for orphaned children. The mission is to work alongside the coordinated response to identify, make safe and keep safe children orphaned by the disaster. Disasters and accidents can happen at any time and anywhere in the world, often without warning.



Membership of the team requires substantial commitment from individuals (overseas deployments could last up to 14 days). Whilst the rewards for membership of Operation Orphan CRT are not financial, the professional and personal rewards are vast.

Operation Orphan CRT is currently expanding the team to 12 members with 4 - 6 operatives deploying at any one time. When a standby order is given, availability will be requested and the final team selected from those able to deploy. Those remaining in the UK will provide critical operational support.

CRISIS RESPONSE TEAM

PRINCIPAL RESPONSIBILITIES

Below are the principle duties of the post. Inevitably, over time, the nature of an individual's job may change and existing duties may be lost or others gained. However, this will not change the general character of the duties or the level of responsibility.

- Acquisition, application and maintenance of specialist skills associated with the role of child safety/welfare in a disaster zone, within a foreign country.
- To mobilise and attend incidents to provide a specialist capability in the initial assessment of a disaster area.
- To mobilise and attend incidents to provide a specialist capability in providing physical and psychosocial care for children orphaned by the disaster either directly or in partnership with government, international or local agencies.
- Provide a flexible approach to work that will require extended periods of operational response in respect of major international disasters (appropriate arrangements to mitigate welfare issues will be implemented).
- Attend specialist training courses and exercises in accordance with role.
- Maintain skills through routine training, both practical and theoretical.
- Take personal responsibility for the familiarisation and maintenance of skills and identified risks and hazards associated with the role.
- Carry out routine care and maintenance of emergency equipment (personal and pooled) to ensure a high state of readiness.
- Assist in the completion of site-specific risk assessments.
- Undertake driving duties and the operation of transport to support mobilisation procedures overseas.
- Undertake other duties associated with the post of CRT Operative at the discretion of the CRT Director.
- Actively promote the charity and the team and participate in fundraising for core operational and deployment costs.
- Be prepared to make a commitment to be a CRT Operative for a period of no less than 3 years.

CRISIS RESPONSE TEAM

CORE VALUES AND RESPONSIBILITIES FOR CRT OPERATIVES

Values and Behaviours

- Encourage and promote the values of Operation Orphan.
- Comply with the required standards of conduct.
- Promote the charity by acting with integrity and honesty.
- Comply with Operation Orphan's Health & Safety Policy to support a safe working environment.
- Communicate skills and knowledge to colleagues in order to support the development of their personal and professional competence.
- Manage the areas of responsibility attached to the post.

Personal Accountability

- Take responsibility for personal performance by maintaining good standards of physical fitness and health.
- Agree to a preventive program of inoculation and routine dental inspection.

APPLICATION FORM

OPERATION ORPHAN CRISIS RESPONSE TEAM

Applicants are strongly advised to read this form in its entirety before completing it.

INSTRUCTIONS FOR COMPLETION

The following section relates to the skills and abilities relevant to the role of a CRT Operative.

- 1 The form should be completed by hand in BLACK INK.
- 2 Please include a recent photograph.
- 3 Answers should be restricted to the space provided on the form and not be more than 200 words for each answer.
- 4 Applicants should complete all sections.
- 5 Your answers must provide evidence in support of your claims.
- 6 On completion, applicants should send the whole application form to **Operation Orphan, 143 Attenborough Lane, Attenborough, Nottingham, NG9 6AA.**
- 7 If your application is successful, you will be invited to attend a three-day selection course.
- 8 Successful candidates will be notified within two weeks of the selection course. These candidates will begin their probationary period. Full Operative status will be granted once a candidate has successfully completed an international deployment.

PART ONE

PERSONAL DETAILS

1	SURNAME	
2	FIRST NAMES	
3	CONTACT No	
4	EMAIL	
5	DATE OF BIRTH	
6	HOME ADDRESS	

Do you have a valid passport? N Y Country of Issue _____ Expiry Date _____

Do you have a valid driving licence? N Y Country of Issue _____ Expiry Date _____

Do you give Operation Orphan permission to conduct an enhanced DBS/Background check? N Y

Do you have any allergies? (Please include all known allergies): _____

Relevant medical history: _____

Blood Group: _____

Dietary Requirements: _____

Emergency contact

Title: _____ Surname: _____

First Name: _____

Email: _____

Phone number: _____

Relationship to applicant: _____



CRISIS RESPONSE TEAM

Is your employer aware of you submitting this application? N Y N/A

Is your employer willing to allow you the time off, at short notice, to deploy? N Y N/A

Are you/have you ever been connected to/involved with a terrorist organisation? N Y N/A
(Operation Orphan reserves the right to conduct background checks with UK Counter Terrorism units at their discretion)

RELEVANT QUALIFICATIONS, EXPERIENCE AND SKILLS

Please write below any specialist experience or qualifications that you feel will support and strengthen your application to become an CRT Operative:

CRISIS RESPONSE TEAM

PART TWO

APPLICANTS SELF ASSESSMENT

Research has shown that the following factors listed in boxes 1 – 8 represent key skills for effective performance as a CRT Operative. You are required to carefully consider each of these factors and demonstrate the degree to which you possess that particular skill. It is important to be open and honest with your replies and to remember that no two individuals will possess these skills to the same extent. Answers should be restricted to the space provided and should include relevant examples as evidence. In the final box, give your own reason for wishing to be a CRT Operative.

1. INFORMATION ASSIMILATION: Describe a recent situation in which you have had to take in all the features of a situation quickly and resolve a problem.

CRISIS RESPONSE TEAM

2. **JUDGMENT:** Briefly describe a recent situation when you have had to use your judgment to weigh up a situation before making a response.

3. **DECISION MAKING UNDER PRESSURE:** Briefly describe a recent situation where you have had to act decisively under pressure.

CRISIS RESPONSE TEAM

4. PLANNING: Describe a recent situation when you have been called upon to use planning skills to achieve success.

5. RESTRAINT & SELF CONTROL: Describe a stressful situation in which you have had to exercise self-control.

6. **EMOTIONAL STRENGTH:** Describe a situation in which you have coped with a setback or disappointment, without letting it get you down or effect your work performance.

7. **CONSCIENTIOUS APPLICATION:** Describe a situation where you have demonstrated your willingness to take an active role in effectively completing a boring and unpleasant task.

CRISIS RESPONSE TEAM

8. INTERPERSONAL SENSITIVITY: Describe two situations: a) with colleagues, and b) with members of the public when you have had to be sensitive in handling them whilst remaining in control (125 words each).

a)

b)

Why do you wish to become a member of the Operation Orphan Crisis Response Team?

CRISIS RESPONSE TEAM

PART THREE

Character Reference

Title: _____ Surname: _____

First Name: _____

Email: _____

Phone number: _____

Relationship to applicant: _____

Professional Reference - Current or most recent employer

The CRT Director will be contacting your employer to gain a full employers reference from them.

Title: _____ Surname: _____

First Name: _____

Email: _____

Phone number: _____

Relationship to applicant: _____

Organisation Name: _____

PART FOUR

Declaration

I confirm that all the information submitted is, to the best of my knowledge, accurate and truthful. I also confirm I have never been accused of or convicted of any offences involving children, young people or vulnerable adults.

Full Name

Signed

Date
