



Telephone: 0115 9525040  
Email: [info@base51.org.uk](mailto:info@base51.org.uk)

Dear Applicant,

Thank you for your interest in the post of Sessional Tutors, Assessors and Internal Verifiers.

**Please find the following enclosed:**

1. ***Background Information***  
This gives details about Base 51
2. ***Suitability for the job – what does it mean?***  
It is very important that you take the time to read this and show in your application how you meet the criteria, as the panel will only short list if this is demonstrated.
3. ***Job Description / Specification***
4. ***Application Form***  
Please read through carefully and make sure every section is completed.
5. ***Base 51 Policy on the Recruitment of Ex-Offenders***
- 5.1 ***Guidance Information & The Rehabilitation of Offenders Act (1974)***  
Because Base 51 works with vulnerable children and young people – all workers undergo an Enhanced DBS Disclosure.  
**(Applications will only be accepted if this form is completed and returned in a separate envelope marked Private & Confidential with the completed Application Form)**
- 5.2 ***Base 51 Policy for the Secure Handling, Use, and Storage & Retention of Disclosure Information.***

Completed applications should be marked **Private & Confidential** and addressed to:

**Maria Johnston**  
**Office Manager**  
**Base 51**  
**NGY myplace**  
**29-31 Castle Gate**  
**Nottingham**  
**NG1 7AR**

Alternatively, completed applications can be emailed to [info@base51.org.uk](mailto:info@base51.org.uk)

Please note that the job posting will stay open until a suitable number of applicants have been identified upon which we will close the job posting. Please return application packs as soon as possible if you wish to apply.

If you are not invited for an interview, please assume that your application has been unsuccessful in this instance.

## Background Information

Base 51 is a charity and company ltd by guarantee, supporting young people aged 11 – 25 in Nottingham and the surrounding areas. The charity was started in 1993 initially in response to the lack of sexual health provision for young people and the recognition that young peoples' well-being is more than just addressing their physical health needs, but is about their whole person. This includes their emotional health, having settled accommodation, healthy relationships and ultimately making a positive transition to adulthood.

Support is provided in a young person friendly centre – situated in the NGYmyplace building in Nottingham. Base 51 is the lead organisation in NGY and holds the contract with Nottingham City Council to run the centre, this has broadened the provision for young people in the city ranging from young people participating in activities such as dance or drama – to providing support when in crisis, such as needing emergency accommodation or support with school, home or relationships. Young people now have all their support and social activities in one centre, where they also have a strong voice and active participation in the decision making.

Base 51 services include Counselling, Outburst (for LGBTQ+ young people) 1-1 support, group work and activities, based at NGYmyplace. We deliver sexual health sessions to schools and youth groups, bespoke counselling in schools and youth centres in the county.

## Partnership Working

BASE 51 recognises the importance of partnership working and the added value that it can bring. Close working relationships have been developed with statutory and voluntary organisations locally and nationally.

## Confidentiality Statement

BASE 51 is a Confidential Service and will not usually give out information to other agencies without the young person's permission. However, if BASE 51 thinks that there is a risk of harm to the young person or others then we may contact other relevant agencies to help.