

“Creating sustainability by imbuing independence and strength into organisations;

supporting services to be more effective and efficient”

**Pre-interview questionnaire**

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| --- |
| **Learning difficulties or disabilities**  |
| Do you consider yourself to have any of the following? | [ ]  Yes [ ]  No |
| If **Yes,** please tick one or more of the following boxes: |
| **Disability, Learning Disability/Difficulty or Autism** |
| Visual Impairment | [ ]  | Asperger’s Syndrome | [ ]  |
| Hearing Impairment | [ ]  | Temporary disability after illness or accident | [ ]  |
| Disability affecting Mobility | [ ]  | Speech, Language and Communication Needs | [ ]  |
| Profound Complex Disabilities | [ ]  | Other Physical disability | [ ]  |
| Social and Emotional Difficulties | [ ]  | Other specific learning difficulty (e.g. Dyspraxia) | [ ]  |
| Mental Health Difficulty | [ ]  | Other medical condition (e.g. epilepsy, asthma, diabetes | [ ]  |
| Moderate Learning Disability | [ ]  | Other Learning Difficulty | [ ]  |
| Severe Learning Disability | [ ]  | Other Disability | [ ]  |
| Dyslexia | [ ]  | Prefer not to say | [ ]  |
| Dyscalculia | [ ]  | Not provided | [ ]  |
| Autism Spectrum Conditions | [ ]  |
| Which of the **ABOVE** learning disability, learning difficulty or health issue do you consider to be your main disability, learning difficulty or health issue:……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….………………………………………………………………………………………. |

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| --- | --- |
| Do you have an Education, Health and Care Plan? | [ ]  Yes [ ]  No |
| Do you have a Learning Disability/Difficulty Assessment? LLDD | [ ]  Yes [ ]  No |
| Do you consider yourself to require any support? | [ ]  Yes [ ]  No |
| If **Yes,** what support do you require? |
|  |

Your Name: ……………………………………………………………………………………….

Position Applied for: Assessor/Trainer

Date:

Winners of:



**Finalists** 2019 Governance Professional of the Year:





   

**Person Specification:**

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| Essential Criteria | Desirable Criteria |
| 1. Qualified Teacher or Coach/Mentor (or equivalent) with prior experience of working with different client groups.
 | 1. Experience working with client groups that have multiple barriers.
 |
| 1. Building a rapport using zoom meetings, scheduling follow up sessions.
 | 1. **Without direction** be able to complete Assessment & Workbook tasks within the initial project timeframe of 8 weeks per cohort.
 |
| 1. Must be available for 1 fixed day per week through a minimum six week period.

Annual leave will be available on request using our Leave Request form online. | 1. Own Home/office internet capability with min 50MB download and 10MB upload speed to avoid freeze-screen or drop-out during meetings and presentations.
 |
| 1. MUST have experience of managing people’s engagement , you will be updating our IQA/office on individual’s progress.
 | 1. Self-starter and able to use initiative to seek-out information.
 |
| 1. Good at speaking with people within our wider community. Working through our existing database, updating records and referring people to our activities.
 | 1. Ability to schedule Zoom meetings, sending invites and producing attendance reports and downloading video recordings as evidence.
 |
| 1. Engage participants onto group sessions following an initial Green Jobs awareness delivered by a colleague in-person prior to Assessing/Training.
 | 1. Ability to organize own diary and invite participants and lead the delivery of content through small group discussions by gaining agreement and encouraging participation.
 |
| 1. Presentations online and a smart work approach.
 | 1. A transportable (online) clean enhanced DBS clearance before commencing any in-person work.
 |
| 1. Organised, punctual and reliable.
 | 1. Current understanding of the various structures and models for community partnerships.
 |
| 1. Equality, Inclusion & Diversity ethos including self-awareness and difference.
 | 1. Able to be patient with groups that have specific clients that may need a higher level of empathy.
 |
| 1. Friendly, welcoming and empowering.
 | 1. Able to contact participants and complete Assessments, Workbooks and support learners to achieve the Level 1 or 2 qualification.
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| 1. A personable disposition and demonstrable interpersonal skills.
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| 1. Write reports and make recommendations in collaboration with the Chief Executive.
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| 1. Strong ethos for complete inclusion, Equality and diversity (i.e. disability, ethnicity & LGBTQ+)
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| 1. Creating a formal partnership where this can be used as a vehicle to gain greater funding income
 |  |
| 1. DBS clearance – if not available as a transportable version, a new one will be processed, prior to commencing in-post.
 |  |

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**Registered Office Address:** The Old Free School, George Street, Watford, Hertfordshire WD18 0BX

**Luton Office:** West Wing Studios, Unit 16 The Mall, Luton, Bedfordshire LU1 2TL

Registered Community Interest Company Number: 1094080

**Evidence of how you meet the Person Specification:**

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
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