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“Creating sustainability by imbuing independence and strength into organisations;

supporting services to be more effective and efficient”

**Pre-interview questionnaire**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:  ……………………………………………………………………………………….  ……………………………………………………………………………………….  ……………………………………………………………………………………….  ………………………………………………………………………………………. | | | | |

|  |  |
| --- | --- |
| 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: Mentor/Assessor

Date: 7th April 2023

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A picture containing text, outdoor, sign

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Description automatically generatedA picture containing object

Description automatically generatedA close up of a sign

Description automatically generated

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

A close up of a logo

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Logo, company name

Description automatically generatedApplication

Description automatically generated with low confidenceText

Description automatically generatedA close up of a logo

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 A close up of a sign

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**Person Specification:**

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
| 1. Qualified Teacher or Coach/Mentor. Prior experience of working with unemployed 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 2 fixed day2 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 whilst updating our IQA/office on 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. |
| 1. A personable disposition and demonstrable interpersonal skills. |  |
| 1. Write reports and make recommendations in collaboration with the Chief Executive. |  |
| 1. Strong ethos for complete inclusion, Equality and diversity (i.e. disability, ethnicity & LGBTQ+) |  |
| 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. |  |

# Email: [ceo@ig-CIC.org.uk](mailto:ceo@ig-CIC.org.uk) Office: 01923 231660 Website: [www.ig-cic.org.uk](http://www.ig-cic.org.uk)

**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 |
|  | 1 |
|  | 2 |
|  | 3 |
|  | 4 |
|  | 5 |
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