

“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: ……Recruitment Officer……………….

Date: ……………………………………………………………………………………….

Winners of:



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





   

**Person Specification:**

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
| 1. Confident in generating new contacts by seeking suitable candidates.
 | Experience working with client groups that have multiple barriers to employment. |
| 1. Previous experience of a similar training or employability role.
 | With Academic direction be able to tackle this task within the short project timeframe of 3 months. |
| 1. Able to use Social Media to spread message.
 | Own Home/office internet capability |
| 1. Confident using telephone and zoom (video) with clients and our potential and current service users.
 | 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.
 | Ability to schedule Zoom meetings, sending invites and producing attendance reports and downloading video recordings as evidence. |
| 1. Computer literate and able to pick up software we use to retain our client data confidentially and accurately.
 | Passion to save the environment |
| 1. Presentable and smart work approach.
 | Aware of some Disability needs |
| 1. Excellent organisation skills and able to schedule own diary to reach the maximum potential clients by supporting, preparing and attending events.
 | Experience of speaking with people who have a Neuro-condition such as Autism or Learning Disability, for example to make allowance for additional time. |
| 1. Mobile and able to attend network events as required to promote the organization.
 | Observant and sensitive to the needs of others, compassionate, empathetic and accommodating. |
| 1. Friendly, welcoming and empowering.
 | Considerate of people with disabilities and providing our variety of communication Courteous communication with clients and colleagues |
| 1. A personable disposition and demonstrable interpersonal skills.
 |  |
| 1. Excellent verbal and written English. Collecting and collating data to support project submission.
 |  |
| 1. Strong ethos for Equality, diversity and inclusion
 |  |
| 1. Knowledge of Covid Protocols and safer working practices.
 |  |

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

|  |  |
| --- | --- |
| Essential Criteria | Desirable Criteria |
| 1.
 |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Email: 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 Patron: Author, Lola Jaye