A close up of text on a white background

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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: ……Recruitment Officer……………….

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

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A picture containing text, outdoor, sign

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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

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 A close up of a sign

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**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 |
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Registered Community Interest Company Number: 1094080 Patron: Author, Lola Jaye