**Application Form:**

**Volunteer Coordinator**

**Closing date: 1:00 pm on Thursday 10 October 2024**

* Please complete this form accurately and honestly.
* The decision to shortlist will be based solely on the information you provide on this form.
* Do not include any attachments or CVs.
* Please complete clearly in black ink or typescript (font size minimum 12).
* Some work under this position may be eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. The candidate appointed must be willing to undergo an Access NI disclosure check if required and complete a declaration of convictions form.
* Completed application forms and monitoring forms (submitted by post or email) must be returned no later than **1:00 pm on Thursday 10 October 2024.**
* You can send completed application forms by email or by post. It is your responsibility to confirm that your application has arrived/been received on time.
* Email applications to [laura@universityofatypical.org](mailto:laura@universityofatypical.org). Please put **‘***Volunteer Coordinator’* in the subject line of your email and ensure that it has been received.If posting your application, please mark your envelope **‘***CONFIDENTIAL: Volunteer Coordinator post application’* and return to:

University of Atypical for Arts and Disability

Cathedral Quarter Managed Workspaces

109-113 Royal Avenue

Belfast, BT1 1FF

* We anticipate that interviews will take place on **Tuesday 22 October 2024**.
* University of Atypical for Arts and Disability is an Equal Opportunities employer and we welcome applicants regardless of race, religion, sex, sexual orientation, gender identity, political opinion, national origin, caring responsibilities, age or disability. We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees, others who work for UofA, and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Applications from applicants living with disability, neurodiversity and the d/Deaf Community are particularly welcomed in line with the organisation’s constitutional aims.

**PERSONAL DETAILS**

**Title:**

**Surname:**

**Forename(s):**

**Pronouns:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email address:**

**EDUCATION & TRAINING**

Please provide full details of all further or higher-level educational qualifications and/or professional qualifications. You may add rows if necessary. Before appointment we will be seeking evidence of qualifications.

**Third level qualifications**

Further or higher education qualifications, including postgraduate e.g. HND, Degree, Masters, etc. Please state class or level. You may add rows if necessary.

| **Level of qualification** | **Subject** | **Grade** | **Year** |
| --- | --- | --- | --- |
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**Professional qualifications or memberships**

Please provide the name of any professional associations you are a member of:

| **Name of Professional or Technical Association** | **From what date** | **Status (student, associate, etc.)** |
| --- | --- | --- |
|  |  |  |

**Training Undertaken**

Please provide the name and nature of relevant training courses that you have attended:

| **Names of training courses undertaken** | **Date** | **Number of hours/days and qualification (if appropriate)** |
| --- | --- | --- |
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**EMPLOYMENT HISTORY**

Please start with your present or last employment and include any relevant unpaid or voluntary work. Please account for all periods of time since leaving full-time education. Documentary evidence of essential qualifications may be asked for if you are offered the post. The box will expand to fit your answer.

**Current or Last Employer**

| **Dates from/to (month/year)** | **Name and address of employer** | **Reason for leaving (if appropriate)** | **Notice period required (if applicable)** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Position Held:** |  | | |
| **Reporting to:** |  | | |

| **Key Responsibilities** |
| --- |
|  |
| **Key achievements** |
|  |

**Previous Employment**

Please add boxes if necessary*.* The boxes will expand to fit your answer.

| **Dates from/to**  **(month/year)** | **Name and address of employer** | **Job title, key responsibilities, achievements, and reason for leaving** |
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**REASONABLE ADJUSTMENTS**

All candidates selected for interview will be asked to attend up to 1 hour before their interview where you can prepare the set task, preview the interview questions, and consider your answers.

If you have any additional reasonable adjustments for the interview process or for the role in light of a disability please let us know below:

**EXPERIENCE, SKILLS & TRAINING**

**Essential criteria**

Please explain how you meet the Essential criteria for this post, giving examples where possible. The boxes will expand to fit your answer. The Essential criteria are listed below:

**Qualifications and experience:**

1. Minimum of 2 years’ experience in developing, planning and managing volunteer programmes OR community/participation activities
2. Lived and/or professional experience of disability, the d/Deaf community or neurodiversity
3. Knowledge and experience of the arts and cultural sector in NI
4. Experience of working as part of an organisational team
5. Experience of managing volunteers or other teams of people
6. Experience of recruiting volunteers, freelance staff, artists, tutors or performers

| [Maximum 1000 words] |
| --- |

**Skills:**

1. Evidence of administration skills and proficiency in the use of IT and social media
2. Evidence of project coordination skills and delivering against outcomes, including tracking budgets
3. Evidence of planning and organising skills
4. Evidence of good time management skills and handling competing priorities
5. Evidence of effective communication i.e. verbal, written and presentation skills
6. Evidence of problem-solving skills

| [Maximum 1000 words] |
| --- |

**Other essential criteria:**

1. Willingness to travel as an essential part of the role e.g. to events, conferences, project site visits, etc.
2. Willingness to work flexible hours as required to accommodate some evenings and weekends - this will be as part of the events or training programme and communicated to you in advance
3. Willingness to complete an Access NI check if required

| [Maximum 400 words] |
| --- |

**Desirable shortlisting criteria**

**Please explain how you meet the Desirable criteria for this post, giving examples where possible. The box will expand to fit your answer. The Desirable criteria are listed below:**

**Desirable criteria:**

1. Awareness of and participation in disability rights, advocacy and campaigning
2. Experience of working directly with d/Deaf, disabled and neurodivergent volunteers, artists or participants
3. Experience of mentoring or facilitating training
4. Experience of Access and Inclusion measures, especially for arts events and workshops
5. Experience of working with other communities where barriers to participation exist

| [Maximum 800 words] |
| --- |

**REFEREES**

Please give the names and addresses of **two people, not related to you.** At least one referee should be able to comment on you as an employee.

* **If you have been in previous employment** please provide one reference from your most recent employer who has knowledge of you in a work situation and your ability to carry out the particular tasks of this job.
* **If you have not been in employment** please provide a referee who has been a tutor, trainer, supervisor or person who has a recent knowledge of you and your ability to carry out the particular tasks of this job.

We may wish to take up references prior to the final interview. You may specify one referee whom we may only approach if you are being offered the post subject to references. Please ensure that your referees’ contact information is up-to-date.

**Referee 1**

**Name:**

**Position:**

**Organisation:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to you:**

**May we contact them before your interview?**

**Referee 2**

**Name:**

**Position:**

**Organisation:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to you:**

**May we contact them before your interview?**

**DECLARATION**

**DATA PROTECTION ACT DECLARATION**

**The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998. I understand that the information is being used to:**

* **Process my application for employment**
* **Form the basis of a computerised record on the recruitment system for processing and monitoring purposes**
* **Form the basis of a manual job file with other application forms and will be used for processing**
* **If appointed, form the basis of a manual and computerised employment record**
* I declare that the information provided on this form is true and complete to the best of my knowledge and belief.
* I declare that I am of suitable physical and mental health to be able to carry out the duties of the role as specified.
* I declare that I am eligible to work in the UK.
* I understand that I may be required to provide proof of my qualifications and experience that I have highlighted.
* I understand that any false or omitted information may result in my application being rejected, or in dismissal or other disciplinary action if I am appointed.

**Signed by applicant:(Electronic signature is accepted):**

**Date:**

**Please also complete the monitoring form and submit it with your application.**

**Closing date is 1:00 pm on Thursday 10 October 2024**