Application Form: Freelance Access Advisor role (x6)

Remuneration: £15 per hour on a freelance contract. Estimated hours per week will fluctuate, but the estimated commitment is between 16 and 21 hours per month.

This is a freelance position that is home based. There is some requirement to travel. Agreed travel expenses will be paid.

Training days will be part of the contract, and will be paid.

**This is a 12 month role\* funded by the Paul Hamlyn Foundation**

(\*subject to contract renewal on a yearly basis)

# Apply for this role

* We can provide the application in other formats, including Braille.
* Application deadline: 4:00 pm on **Thursday 24 October 2024.**
* It is anticipated that interviews will take place on **Monday 4 November** **2024**. Applicants should keep this date open as they may be invited to interview.
* It is required that the successful applicants will take up the role within 4 weeks of the offer.
* Commencement in the role and a commitment to the Advisor induction and training programme in December and January is a requirement of the role. All applicants who apply should take note of the training days. Additional training may be required and will be arranged with Advisors.
  + Wed 11 December: 11:00 am - 3:00 pm (in person - Belfast)
  + Friday 13 December: 11:00 am - 3.00 pm (online)
  + Wednesday 8 January: 11:00 am - 3.00 pm (online)
  + Friday 10 January: 11:00 am - 3.00 pm (online)
  + Wednesday 15 January: 11:00 am - 3.00 pm (online)

Thank you for your interest in this position.

* 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).
* This position is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. Applicants must complete and return a Declaration of Convictions Form with their application.
* Completed application forms and monitoring forms (submitted by post or email) must be returned no later than 4:00 pm on **Thursday 24 October 2024**.
* You can email 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 administration@universityofatypical.org. Please put ‘Freelance Access Advisor post application’ in the subject line of your email and ensure that it has been received.
* If posting, your application, please mark your envelope ‘CONFIDENTIAL: Freelance Access Advisor application’ and return to:

University of Atypical for Arts and Disability

Cathedral Quarter Managed Workspaces

109-113 Royal Avenue

Belfast, BT1 1FF

* Interviews will take place on **Monday 4 November 2024**.
* UofA is an Equal Opportunities employer and we welcome applicants regardless of gender, religious belief, political opinion, sexual orientation, marital status, age, disability or ethnic origin.
* 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 are particularly welcomed in line with the organisation’s constitutional aims.

# Personal Details

**Title:**

**Preferred pronouns:**

**Surname:**

**Forename(s):**

**Address:**

**Postcode:**

**Telephone Number:**

**Email address:**

# Education and 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.)** |
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## Relevant 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** |
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|  |
| **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 the interview will be asked to attend up to 1 hour before their interview where you can 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:

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# Experience, Skills, and Training

## Essential criteria (maximum 2000 words):

Please explain how you meet the essential criteria for this post. The box will expand to fit your answer. The Essential criteria are listed below:

## Knowledge:

1. Knowledge of, and commitment to, access, accessibility and inclusion
2. An understanding of and adherence to the Social Model of Disability
3. A good understanding of their local arts sector

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## Experience:

1. Direct lived experience of d/Deaf culture, disability or the neurodivergent community
2. Experience of working in creative programmes

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## Skills:

1. Ability to work independently
2. Good ability to use online forums for communication and reporting including Zoom, Teams, Google Meet, Email, Google Docs and Google Forms
3. Good interpersonal skills
4. Ability to problem solve, and to think creatively about solutions
5. Excellent communication skills
6. Excellent time management and organisational skills

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1. Location:

We are recruiting 6 Advisors and welcome applications from individuals based in rural and urban areas. The nature of the role is that we hope to pair Advisors with organisations within their locality.

Please let us know about the area(s) in Northern Ireland where you would like to work as an Access Advisor. We can not guarantee that we will be able to match you with your chosen area however we will endeavour to take this into account when pairing you with an organisation.

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## Other:

1. Access to computer and internet facilities
2. Ability to access transport to travel to partner organisations for meetings
3. Willingness to work flexible hours as required to accommodate some evenings and weekends - this will be as part of the advisor work/ training and communicated to you in advance.

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## Desirable shortlisting criteria (maximum 800 words)

Please indicate how you meet the desirable criteria for this post:

**The Desirable criteria are copied below:**

1. Awareness of and participation in disability rights, advocacy and campaigning
2. Experience of working directly with d/Deaf, disabled and neurodiverse 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
6. Ability to present information in various formats to others with different communication needs

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# Referees

Please give the names and addresses of **two people, not related to you**. At least one referee would 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.

**Referee 1**

**Name:**

**Preferred pronouns:**

**Position:**

**Organisation:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to you:**

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

**Referee 2**

**Name:**

**Preferred pronouns:**

**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.**

Declaration from applicant

* 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:**