**Job Description and Application for Employment**

Donegall Pass Community Forum

Job Description

**Job Title:** Community Education Support Worker

**Responsible to**: Community Training & Education Co-ordinator

**Contract:** Fixed term up to 31st  March 2024 (extension subject to funding)

**Hours of Work:** 22.5 Hours per week: to include evenings and occasional weekends)

Monday to Friday: 9am-1.30pm

**Salary:** £13,384.80per annum

**Pension**: 5% Employee and 5% Employer contributions

**Probationary Period:** 6 months

**Holidays**: 25 days + 11 statutory days

**Main duties and responsibilities:**

* Provide general administrative support to the Training & Education Co-ordinator, including the provision and maintenance of accurate, accessible filing, monitoring, recording, financial and other systems in both electronic format (i.e. computer-based) and in manual format.
* To produce written reports, data and other printouts as and when required by the Training & Education Co-ordinator.
* To support the Training & Education Co-ordinator with funding applications.
* To support the development and facilitation of Projects and accredited/non-accredited training programmes as identified by the Training and Education Co-ordinator.
* To design and produce project publicity material including the newsletter, posters, leaflets and electronic media using Microsoft Publisher and update information via social media i.e. Twitter, Facebook and website.
* To assist the Training & Education Co-ordinator in the organisation of open days, awareness seminars, workshops, certificate presentation ceremonies, residential and other related training events and to attend/participate in such events as and when required.
* To maintain a diary to include the recording of the details of meetings and events that the Training & Education Co-ordinator has agreed to attend and/or the Community Education Support Worker is required to attend.
* To facilitate and assist the work of tutors.
* To prepare facilities/rooms/equipment for planned training courses.
* To deal with all correspondence in consultation with, and as directed by the Training & Education Co-ordinator.
* To answer telephone calls and emails in a pleasant, helpful and efficient manner and, where necessary, transfer such calls to the appropriate person. If necessary, record details of telephone calls/action(s) required and notify the appropriate person.
* To price and order stationery/consumables to ensure materials/equipment are purchased at the ‘best price’ and in accordance with the ‘best value for money’ principle.
* To have an understanding of administrative procedures laid down by examining bodies (e.g., OCN), in consultation with, and as directed by the Training & Education Co-ordinator.
* To assist the Training & Education Co-ordinator in monitoring and highlighting trends and/or gaps in the labour market, both locally and at ‘city-wide’ level.
* To assist the Training & Education Co-ordinator in the maintenance and promotion of good relations with the local community and to report local community members’ relevant concerns and feedback to the Training & Education Co-ordinator.
* To attend local community events, as deemed appropriate, in the interests of maintaining good relations between the local community and the project.
* To attend meetings (e.g., the Education Sub-Group) with the Training & Education Co-ordinator when and as deemed appropriate; to deputise at meetings when required.
* To fully co-operate with Forum staff and, while fulfilling the duties and responsibilities of the Community Education Support Worker, act as a fully-integrated member of the project’s team to assist in the realisation of the project’s aims and outcomes.
* To undertake relevant training as and when deemed appropriate.
* To undertake any other duties identified.

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| Job Specification  Community Education Support Worker | Essential | Desirable |
| Education | Educated to rqf level 2 to include GCSE English and Maths (grades a\*-c) or equivalent. |  |
| Experience | At least 2 year’s paid experience, (within the last 3 years) in an administrative support role which must have included: dealing with telephone calls, correspondence, emails, filing, publicity materials etc. | Some experience of managing small budgets.  Experience of working in the community/voluntary sector |
| Skills | Demonstrate excellent ICT skills:   * Experience of microsoft office to include; word; excel; powerpoint; and outlook * Experience of using microsoft publisher |  |
| Knowledge/values | Demonstrate   * A commitment to community development values and approach * An awareness of issues affecting the community/voluntary sector in relation to employment/training matters. | Demonstrate an understanding of and empathy towards the issues faced by people living in deprived communities.  An interest in tackling health inequalities at community level |
| Personal attributes | Demonstrate;   * A flexible approach to working hours * An ability to deal with confidential information * A friendly approachable manner * An ability to work on own initiative * An ability to work as a fully integrated team member * An ability to work under pressure | Demonstrate an understanding of the needs and challenges faced by, adult learners. |

**Community Education and Support Worker Application**

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| **Official use only: Donegall Pass Community Forum** | | | |
| **Role:** | **Community Education Support Worker** | **Role Reference Number** | **DPCF 02/05** |
| **Closing date / time** | **11.00pm Sunday 16th February 2025** | **Applicant Number** | **DPCF** |

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| **PERSONAL DETAILS** | | | | | | |
| **Title (Mr, Mrs, Miss, Ms etc)** | | |  | | | |
| **Forename** | | |  | | | |
| **Preferred Name** | | |  | | | |
| **Surname** | | |  | | | |
| **Home Address** | | |  | | | |
| **Town & Postcode** | | |  | | | |
| **Address for correspondence (if different)** | | |  | | | |
| **Home Telephone Number** | | |  | | | |
| **Mobile Number** | | |  | | | |
| **Email Address** | | |  | | | |
| **National Insurance No** | | |  | | | |
| **Are you currently entitled to work in the UK?** | | | Yes | | No | |
| **Disability – Please specify if you have a disability which requires any adjustments to be made in order to participate in the interview process and/or perform the duties of the post applied for, providing details of any adjustment(s) required.** | | | | | | |
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| **EDUCATION (Results in GCSE or equivalent)** | | | | | | |
| **Date** | | **Name of Qualification**  **(eg GCSE, NVQ etc)** | | **Subject** | | **Grade** |
| **From** | **To** |
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| **FURTHER EDUCATION (eg HND, Degree, Masters)** | | |
| **Degree/Diploma/Certificate** | **Result & Date Obtained** | **Exams to be taken** |
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| **PROFESSIONAL QUALIFICATIONS** | | | |
| **Name of Professional Body** | **Level** | **Registration Number** | **Expiry Date** |
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| **EMPLOYMENT HISTORY**  **Start with your present/most recent position and work backward through your career detailing any gaps in employment. Use additional paper if needed.** |

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| **Employer (present or most recent post)** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | **Notice period required** | |  |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours Per Week** |  | |  | |

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| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

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| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted per Week** |  | |  | |

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| **Employer** | | | | |
| **Name of Organisation** |  | | | |
| **Address** |  | **Annual Salary & Benefits** | |  |
| **Type of business** |  | **Reason for leaving** | |  |
| **Position held** |  | | | |
| **Main duties** |  | | | |
| **Dates of Employment** | **From:** | | **To:** | |
| **Contracted Hours per Week** |  | |  | |

**Continue employment history on separate sheet if necessary.**

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| **VOLUNTEERING EXPERIENCE** | | |
| **Dates** | **Organisation** | **Duties** |
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| **ESSENTIAL CRITERIA**  **Please note it is not enough to state that you meet the criteria, you must demonstrate in detail how you meet the criteria, this forms part of the selection process.** |

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| 1. **Educated to Level 2 standard of Education to include Level 2 Essential Skills Literacy and Maths or GCSE Grade C English and Maths**   **Please circle/highlight**  Yes/No |
| If yes, please provide details below. |

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| 1. **At least 2 years experience in an administrative support role which must have included; dealing with telephone calls, correspondence, emails, filing, publicity materials etc.**   **Please circle/highlight**  Yes/No |
| If yes, please demonstrate your experience, including examples below. |
| 1. Demonstrate excellent ICT Skills:  * Experience of Microsoft Office to include Word, Excel, Powerpoint and Outlook * Experience of using Microsoft Publisher   **Please circle/highlight**  Yes/No |
| If yes, please demonstrate your experience below. |

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| 1. **Knowledge and Values:**  * **A commitment to community development values and approach** * **An awareness of issues affecting the community/voluntary sector in relation to employment/training matters.**   **Please circle/highlight**  Yes/No |
| If yes, please demonstrate your experience below. |

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| **5: Personal attributes:**   * **A flexible approach to working hours** * **An ability to deal with confidential information** * **A friendly, approachable manner** * **An ability to work on own initiative** * **An ability to work as a fully integrated team member** * **An ability to work under pressure**   **Please circle/highlight**  Yes/No |
| If yes, please demonstrate your experience below. |

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| **DESIRABLE CRITERIA** |

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| We have identified four desirable criteria for this post. If you feel you meet some/all of these, please use the space below to demonstrate how you meet them. |
| 1. Experience of working in the voluntary/community sector 2. To be able to demonstrate an understanding of and empathy towards the issues faced by people living in deprived communities 3. An interest in tackling health inequalities at community level 4. An understanding of the needs and challenges faced by adult learners. |

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| **Current Driving Licence** | Yes | No |
| **Access to transport** | Yes | No |

**REFEREES**

Please provide two referees we can contact to provide details of your suitability for this post. They should not be family members or friends and one (preferably both) should have knowledge of your present or most recent work and be in a supervisory / managerial capacity. (Please note one of these references **must be** from your present or most recent employer). We will take up references in writing and may also contact referees verbally. Referees will not be contacted until after the panel has selected suitable candidate(s). However, this must not be construed as an offer of employment.

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| **Referee 1** |  | **Referee 2** | |  | |
| **Name** |  | **Name** | |  | |
| **Job Title** |  | **Job Title** | |  | |
| **Organisation** |  | **Organisation** | |  | |
| **Address** |  | **Address** | |  | |
| **Town** |  | **Town** | |  | |
| **Postcode** |  | **Postcode** | |  | |
| **Contact Tel** |  | **Contact Tel No** | |  | |
| **Email** |  | **Email** | |  | |
| **Can we contact your present employer after a verbal offer has been made?** | | | Yes | | No |

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| **DECLARATION** | |
| I confirm that the information I provided is, to the best of my knowledge true and correct; I agree that any misrepresentation or wilful suppression of material fact by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for services rendered.   * I understand l must have satisfactory references and may be subject to an Access NI check. * I understand that I may be asked to show formal identification and evidence of qualifications if required. * I confirm that as far as I know there are no medical reasons which should stop me from carrying out the duties of this job. * I agree to you making necessary enquiries during the recruitment and selection process. * I understand that canvassing will disqualify me from the selection process for this job. | |
| **Signature: (scan signature if returning form by email)** | **Date:** |

**Data Protection**

We are required by the Data Protection Act 1998 to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of employment. This application form and accompanying documentation you complete in support of your application will be held confidentially for a period of three years if you are unsuccessful for employment. If you are successful it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory or other legal requirements. During this time, we will not disclose its contents to a third party unless we believe it is lawful to do so.

Please complete and submit the application form to [admin@donegallpass.org](mailto:admin@donegallpass.org) by Sunday 26th November 2023 by11.59pm

**DONEGALL PASS COMMUNITY FORUM IS AN EQUAL OPPORTUNITIES EMPLOYER**