

“Creating sustainability by imbuing independence and strength into organisations;

supporting services to be more effective and efficient”

**Pre-interview questionnaire**

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| --- |
| **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:……………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………….………………………………………………………………………………………. |

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| --- | --- |
| 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: Eco-Auditor

Date: 2nd February 2023

Winners of:



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





   

**Person Specification: Individual Mentor (1-1) in-person/on premises**

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| --- | --- |
| Essential Criteria | Desirable Criteria |
| 1. Experience of working with organisations at management level.
 | 1. Experience working with client groups that have multiple barriers.
 |
| 1. Able to contact participants, conduct our Environmental Tools and build a rapport face-to-face or if Covid restrictions: using zoom, scheduling follow up sessions.
 | 1. **Without micro-direction** be able to tackle tasks within the project timeframes and report when needed i.e. safeguarding.
 |
| 1. **MUST** be available for various fixed days per week through a specified period (depending on contracts).

Annual leave will be available on request using our Leave Request form online. | 1. Own Home/office internet capability with min 50MB download and 10MB upload speed to avoid freeze-screen or drop-out during meetings and presentations.
 |
| 1. **MUST** have experience of auditing and recording whilst updating our CEO on progress.
 | 1. 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 booking own appointment visits.
 | 1. Ability to schedule Zoom or in-person meetings, sending invites and producing attendance reports and downloading video recordings as evidence.
 |
| 1. Engage participants onto Eco-Audit level 1 following an initial visit and if required, provide a level 2 Audit by updating or writing Policies using our templates.
 | 1. Ability to organize own diary and invite participants and lead the delivery of content through small group discussions, gaining agreement.
 |
| 1. Giving presentations and a smart work approach.
 | 1. A transportable (online) clean enhanced DBS clearance before commencing any in-person work.
 |
| 1. Organised, punctual and reliable.
 | 1. Current understanding of the various structures and models for community partnerships.
 |
| 1. Equality, Inclusion & Diversity ethos including self-awareness and difference.
 | 1. Able to be patient with groups that have specific clients that may need a higher level of empathy.
 |
| 1. Friendly, welcoming and empowering.
 | 1. Write brief reports and make recommendations in collaboration with the Chief Executive.
 |
| 1. A personable disposition and demonstrable interpersonal skills.
 | 1. Experience of supporting a range of other Disability clients i.e. sight, hearing, physical or other
 |
| 1. Experience of business-to-business communication or similar in a community role.
 |  |
| 1. Strong ethos for complete inclusion, Equality and diversity (i.e. disability, ethnicity & LGBTQ+)
 |  |
| 1. **MUST** have DBS clearance: if not available as a transportable version, a new one will be processed, prior to commencing in-post.
 |  |

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**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

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

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