



Deafconnect

Breaking Barriers, Enabling Equality

Deafconnect
Spencer Dallington Community Centre
Tintern Avenue
Northampton
NN5 7BZ

Tel number
and minicom: 01604 589011
Fax: 01604 754529
Mobile: 07817 006817

Date as post mark or email date

Dear Sir or Madam,

Thank you for your enquiry about the job vacancy at Deafconnect. I enclosed an application pack for you to complete. Please can you return your application form to Deafconnect by the closing date stated on the advert, via one of the following:

**Post: Jenni Dawkins Deafconnect, Spencer Dallington,
Community Centre, Tintern Avenue, Northampton, NN5 7BZ**

E-mail: jenni.dawkins@deafconnect.org.uk

Fax: 01604 754 529

If you would like this information in large print or in BSL please contact Jenni Dawkins on 01604 589011 or at jenni.dawkins@deafconnect.org.uk

If you would like to discuss this job, please contact the Joanna Steer at Deafconnect on Joanna.steer@deafconnect.org.uk or on the contact details above

Yours faithfully,

Jenni Dawkins
PA to the CEO



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Advertisement

- Job Title:** Employment and Training Officer
- Responsible to:** Service Team Leader
- Location:** Based at Deafconnect and also working at two locations delivering the Job Training programme.
- Hours of work:** Part Time (15 hours per week)
- Salary:** £20,000 per annum (Pro-rata £8,108).

Job Summary:

To deliver and develop our employment and training programme (Jobclub) supporting unemployed and economically inactive people to move closer to employment through training, volunteering and work experience or directly into paid employment.

The Client group is adults of all ages, who are Deaf, deafened, hard of hearing or Deafblind, living in Northamptonshire.

This is an ESF and Big Lottery funded, Building Better Opportunities project in partnership with Commsortia and the University of Northampton.

Closing date: 5pm on 24th March 2018

Shortlisting Date: w/c 26th March 2018

Interview date: 6th April 2018

For an application pack or for more information email: Jenni Dawkins at jenni.dawkins@deafconnect.org.uk, or telephone 01604 589011, or SMS 07817 006817 or go to our vacancies page on www.deafconnect.org.uk.



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JOB DESCRIPTION

Job Title:	Employment and Training Officer
Responsible to:	Service Team Leader
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Principal Responsibilities:

1. To provide and develop a Job club for Deaf, deafened, hard of hearing and Deafblind people to move them closer to employment, encouraging them to enter into training, volunteering, work placements and paid employment.
2. To create a training programme to meet the needs of our clients to include common topics such as Confidence building, CV writing, and interview skills as well other skills.
3. Create and provide training materials and handouts for job seekers.

4. To provide 1:1 support through mentoring and coaching clients to increase confidence and ability to act independently e.g. to apply for training courses and jobs.
5. To source specialist trainers to deliver recognised qualifications to clients.
6. Assist clients in making phone calls to employment agencies, Job Centre/s and DWP.
7. Have an understanding of the Access to Work (ATW) scheme and how to apply for it.
8. Keep accurate records and file securely.
9. To increase the number of people joining our employment and training programme by actively promoting our Jobclub through various publications and media.
10. To set up and attend regular networking meetings with Jobcentres, other BBO partners and employers.
11. To work closely with Commsortia representatives who support the BBO programme.
12. Write and submit reports / complete forms in a timely manner in accordance to BBO guidelines.
13. Attended all BBO related meetings
14. To support all volunteers working on the project.
15. Understand and implement the safeguarding vulnerable adults' policies.
16. Ensure all services are available and fully accessible to hearing impaired people from Black and Minority Ethnic communities.
17. Undertake other duties at the CEO's discretion.
18. Other requirements:
 - To respect the confidential nature of personal information and to adhere to data protection procedures.
 - To be aware of Health & Safety at Work regulations and adhere to Deafconnect's Health & Safety Policies.
 - To adhere to all Deafconnect Policies and procedures
 - To attend fire drills, staff meetings and other meetings as required by the CEO
 - To attend training events.



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PERSON SPECIFICATION

Job Title: Employment and Training Officer

Location: Deafconnect

Method of assessment: 'AF' = application form, 'I' = interview, 'T' = test, 'P' = presentation and 'E' = exercise

Knowledge			
Essential		Desirable	
AF/I	Of the issues affecting Deaf and hard of hearing people	AF/I	Of Deaf organisations/resources
AF/I	Of equal opportunities	AF/I	Of Benefits
AF/I	Of community and the culture of Deaf people	AF/I	Of local services both statutory and voluntary sector
AF/I	Of I.T. and databases	AF/I	Of recruitment process
AF/I	Of BME communities		
AF/I	Of ATW (Access to Work)	AF/I	Of Equality Act 2010.
AF/I	Of Employment related issues that may affect deaf people		

Skills			
Essential		Desirable	
AF/I	Ability to create a training programme and individual training sessions	AF/I	Any teaching or Training qualifications PTTLS (Preparing to Teach in the Lifelong Learning Sector) Certificate in Training and Development
AF/I/T	Ability to deliver the training sessions		
AF/I/T	Possess BSL Skills at level 2 or equivalent and be willing to attend a level 3 course	AF/I	Possess BSL skills to Level 3 or equivalent
AF/I	Ability to communicate effectively at all levels		
AF/I	Organisational and planning skills		
AF/I	Understanding the difference between coaching and mentoring.		
AF/I	Ability to make sure all paperwork is up to date.		
AF/I	Ability to record all information accurately onto databases.		
AF/I	Able to write reports and keep accurate records		

Experience			
Essential		Desirable	
AF/I	Experience of working with individuals to improve independence and inclusion		
AF/I	Of creating a training programme and including session plans and presentations		
AF/I	'Selling' and encouraging employers to recruit deaf people into their workforce		
AF/I	Working with other organisations		
AF/I	Working with people who can be challenging or difficult	AF/I	Customer service or experience working with difficult partners.
AF/I	Experience of taking the initiative to find solutions to challenges.		

Personal Qualities			
Essential		Desirable	
AF/I	To work on own initiative		
AF/I	To accept responsibilities		
AF/I	To carry out instructions and seek advice when necessary		
AF/I	To be approachable		
AF/I	To be a team player		

Qualifications			
Essential		Desirable	
AF/I	English Qualification		
AF/I	Maths Qualification		
AF/I	BSL Level 2 qualification	AF/I	BSL Level 3 qualification

Circumstances			
Essential		Desirable	
AF/I	To have use of a car for business purposes as required	AF/I	Ability to work flexible hours including evening/weekends



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Application for Employment

Position applied for:	Location:
Number of hours: Full time / Part Time	Closing date:

How did you hear about this vacancy?

Personal Details

Surname/family name:	Forenames:
Address:	Date of birth:
	Telephone No:
	Textphone No:
Post code:	Mobile No.
National Insurance No.	Email address :
	Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes/No

Equal Opportunities Monitoring

Deafconnect monitor our Equal Opportunities by collecting information about job applicants.

It is important for us to ensure that when we advertise, we reach all sections of the community.

We can only find out this information by asking you to completing the Equal Opportunities Monitoring form.

This information will be held in strict confidence and will only be used by Deafconnect for the reasons given.

Please complete the information on the back of this sheet...

Note: this sheet will be detached from your application at the shortlisting stage

Equal Opportunities Statement

The Deafconnect aims at all times, to ensure that all applicants and employees are treated equally, fairly and impartially. Management and staff believe all people should have the same opportunities regardless of their disability, race, colour, religion/belief, nationality, ethnic origin, age, gender, sexual orientation, social class, marital status/civil partnership, caring responsibilities or working pattern

We Recruit Select, Employee and Promote people solely on their ability to do the job.

Equal Opportunities Monitoring Form

(Please tick appropriate boxes by double left clicking with the mouse if applying online)

- Gender** Are you: Male Female
- Age** Are you: Less than 35 35-49 Over 50
- Disability** Would you describe yourself as having a disability? Yes No
- Ethnic Origin** What would you describe as your ethnic origin?

White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other White background
Mixed	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed background
Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input checked="" type="checkbox"/> Other Asian background
Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background
Other ethnic background	<input type="checkbox"/>
Not known	<input type="checkbox"/>
Decline to say	<input type="checkbox"/>

Education/Qualifications/Training (please include any British Sign Language qualifications)

School/College/University Or Organising Body	Dates		Subject	Qualifications/Grade or brief course details
	From	To		

Employment History

We will obtain employment references from your previous employers (or school/college if you have never worked). We will not contact your present employer without your permission.

Please give details of your **full employment** history below, starting with your present or most recent employer.
Please use a continuation sheet if necessary.

Present/most recent employerType of business

AddressDates from/to

Job Title Salary

Duties/Responsibilities
.....
.....

Reasons for leaving/wanting to leave.....

Employment History continued...

Previous employer Type of business
Address Dates from/to
Job Title Duties/Responsibilities
..... Reasons for leaving.....

Previous employer Type of business
Address Dates from/to
Job Title Duties/Responsibilities
..... Reasons for leaving

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..... Reasons for leaving

Previous employer Type of business
Address Dates from/to
Job Title Duties/Responsibilities
..... Reasons for leaving

Please explain below any breaks in your employment history e.g. unemployed, time off to care for dependents.

Experience/Skills/Knowledge

Before completing this section, please read the Job Description and Person Specification carefully. Please give examples of how your experience/skills/knowledge relates to this application. Please include any experience of communication with profoundly Deaf people and whether you have any other spoken languages. **Please use a continuation sheet or attach further information if required.**

Community/Volunteer experience

Please give details and dates of any voluntary work undertaken.

Disclosure and Barring checks

Because of the nature of Deafconnect's work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act Exceptions Order 1975. Applicants are **not** entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment any failure to disclose such convictions may result in dismissal or disciplinary action by Deafconnect. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

Please list details below i.e. date, court, type of offence, sentence imposed (including fines). You must also include cautions, reprimands, final warnings and any court cases pending.

* Deafconnect carries out DBS checks under the Rehabilitation of Offenders Act 1974 for every employee.

Social Care Register

If you are applying for a Social Worker position and are successful in your application, you will be required to comply with all the requirements of the Health and Care Professions Council (HCPC).

Do you know of any reason which would prohibit your Registration?

Yes

No

Driving Licence – please complete this section only if the Job Description indicates you will be required to travel

Do you have a current full driving licence?

Yes No

Do you own a car?

Yes No

Please give details of any current endorsements:

Relationships

Are you related to any member or an employee of Deafconnect?

Yes No

If yes, please give details

Applicants with a Disability

If you are selected for interview, what arrangements could we provide to help you attend the interview to ensure that you are not disadvantaged within the recruitment and selection process e.g.

Help with access arrangements / Help with car parking please state:

Would you like an Interpreter present? Please tick : BSL SSE Lip-Speaker

Loop system Written information in Braille or large print

Please state any other assistance you may require :

Work Permit

Do you require a permit to work in the UK?

Yes No

* Under Section 8 of the Asylum and Immigration Act (May 2004) it is legal requirement that employers carry out eligibility check before new employees start work.

References

Please nominate two referees (other than family), one of whom should be your present/most recent employer.

Deafconnect reserves the right to contact **any of your previous employers** to obtain a reference without prior consent.

Name:	Name:
Address:	Address:
Tel:	Tel:
Email address:	Email address:
In what capacity does this person know you?	In what capacity does this person know you?

If you are chosen for interview can we contact your present employer before your interview?

Yes No

Data Protection

Information provided on this application will be controlled in accordance with the Data Protection Act and will be used for recruitment purposes only. If your application is successful, the information provided will be used for HR and Payroll purposes. Information provided will be processed manually and electronically.

Declaration

To the best of my knowledge and belief the information contained in my application is accurate. I understand that any deliberately false statement or omission may result in withdrawal of a job offer or prejudice my employment and result in dismissal from Deafconnect.

Signature Date

Please return this completed form to:-

**Jenni Dawkins, Deafconnect, Spencer Dallington Community Centre,
Tintern Avenue, Northampton, NN5 7BZ.
Tel: 01604 589 011 Fax: 01604 754 529 Office mobile number: 07817 006 817
Email: jenni.dawkins@deafconnect.org.uk Website: www.deafconnect.org.uk**



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GUIDANCE NOTES

Please read this information carefully to help you to complete the application form.

Enclosed in this pack:

1. Covering Letter

2. Advert

Outlines the job vacancy, salary, hours and the closing date for applications.

3. Job Description

Outlines the main duties of the post.

4. Person Specification

Outlines the experience, skills and knowledge you will need to do the job, indicating whether it is 'essential' or 'desirable' criteria.

5. Application for combining Equal Opportunities Statement and Monitoring Form.

- Our equal opportunities policy aims to ensure that every applicant is treated fairly. A full copy of Deafconnects equal opportunities policy is available upon request. The information is used so that we can monitor whether we are reaching all sections of the community and to check that our recruitment processes operate fairly.
- Your application is the only information on which we decide whether or not you will be shortlisted for an interview.
- Please do not send a CV. To ensure equal opportunities in recruitment, we request that all applicants use the form provided.
- If you require assistance with completing your form, please contact the Jenni Dawkins at Deafconnect

6. Resume of Terms and Conditions

Giving details of salaries, benefits and other relevant conditions of service.

COMPLETING THE APPLICATION FORM

Personal Details/Equal Opportunities Monitoring Form

Please complete your personal details on the front sheet and tick the relevant boxes on the back of the front sheet. This page will be detached from the application form at the shortlisting stage.

Education, Qualifications, and Training

Please tell us about your educational qualifications and any training courses you have undertaken relevant to the job.

You should note that Deafconnect may verify qualifications with registering/examining bodies or request to see certificates.

Employment History

This section gives you the opportunity to tell us about the work you are doing now or have done most recently. Please tell us your most recent salary, and state the reason why you left or are considering leaving your job and explain any breaks in employment.

Experience/Skills/Knowledge

This is the most important part of the application.

Here is an opportunity for you to describe how your experience, skills and knowledge meet the requirements of the job using examples from your own experience to justify this. You should clearly state how you think you meet the requirements listed on the person specification. Use each requirement in the person specification as a heading and show how you meet it by giving details of your experience, skills and knowledge. You can use examples from your experience in your current or previous employment, community and voluntary work or through your leisure interests.

Community/Volunteer Experience

This section gives you the opportunity to tell us about any volunteer experience you have gained or leisure interests relevant to the job. This section can also be used to show how you meet the requirements of the person specification.

Disclosure and Barring Service Check (DBS)

All posts are subject to a DBS check. Applicants for all Deafconnect posts are required to complete the relevant section on the application form and not withhold any previous offences, including cautions, reprimands, final warnings and any court cases pending and including those which might otherwise be considered as 'spent'. Cautions are usually kept on record for five years if there are no convictions on the individual's record so you must disclose any cautions, reprimands or final warnings that are less than five years old. If you are unsure about completing this section, please contact Joanna Steer at Deafconnect who will be able to advise you. Any information given will be held in confidence and will be considered only in relation to an application for positions to which the order applies.

Social Care Register

This only applies if you are applying for a Social Worker position.

Driving License

Jobs that require applicants to drive will be shown on the person specification. Please provide information about your driving license if you are applying for one of these jobs.

Relationships

Please declare if you are related to any member or employee of Deafconnect.

Applicants with a Disability

For the purposes of this recruitment process, it is important that you let us know if you have any special needs arising from a disability within the meaning of the Equality Act. We want to ensure that you are not disadvantaged within the recruitment and selection process and that your needs are accommodated to the best of our ability.

Work Permit

Please indicate whether you have a permit to work in the U.K. Under section, 8 of the Asylum and Immigration Act Deafconnect will undertake an eligibility check before new employees start work.

References

Please provide two references, one of which should be your most current or recent employer. We will not contact your employer without your prior permission.

Declaration

Answer these final questions and add your signature to the application.

Please return your application form to Jenni Dawkins at Deafconnect at the address shown on the covering letter, marking the envelope Private and Confidential.

Please Note:

We suggest you keep a copy of your application as a source of reference. If you are invited for interview, you may wish to bring this with you to refresh your memory about what you have said.

The interview panel will aim to inform applicants by letter or email if they have been shortlisted, at least a week before the advertised dates for the interview. All applicants NOT shortlisted will also be informed.

Deafconnect will provide feedback (upon request) to applicants that have not been shortlisted. If you would like to request feedback, please contact the Joanna Steer, CEO who can arrange for feedback to be given from the Chair of the interview panel.

DEAFCONNECT'S RECRUITMENT AND SELECTION PROCESS

Shortlisting

Applicants, who meet the essential experience, skills and knowledge most closely, are invited for an interview.

If shortlisting of applicants is necessary, we will use the essential criteria in the person specification. If the number of applicants meeting the 'essential' criteria is too large, then further selection may be made on the basis of 'desirable' (desirable being those attributes which, whilst not essential, would enhance performance).

As a charity, we do not pay travel expenses for people invited to interview.

If a shortlisted candidate is unavailable on the day of the interview, the Deafconnect contact will make enquiries with the interview panel for the likelihood of reconvening on another day.

Every effort will be made to reconvene the panel; however, if this is not possible it will be acceptable to practice to rule such candidates out from further consideration and the Deafconnect contact will inform the candidate of this decision.

Preliminary Interviews

Where a large number of applicants meet the shortlist criteria (both essential and desirable) or where there is a need to test professional skills or knowledge in depth, it may be appropriate for preliminary interviews to be arranged in order to arrive at a final shortlist of applicants.

Interviews

The interview panel is normally made up of two or three people, who will ask a number of questions. Everyone who is interviewed will be asked the same basic questions. There also may be further questions based on the information you have provided us in your application form or at the interview itself. The questions are to allow you to expand on your application form and to show the panel how well you meet the requirements of the job.

For some jobs, there may also be additional selection methods e.g. presentations/written tests/IT or British Sign Language observations as well as the formal interview. If this is the case, we will tell you in advance of the interview.

You will have the opportunity at the interview, to ask questions about the job, conditions of service or anything else you need to know about Deafconnect.

The panel will keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable.

Feedback

If you are unsuccessful at interview and would like to request feedback, please contact Joanna Steer who can arrange for feedback to be given from the Chair of the interview panel.



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RESUME OF TERMS AND CONDITIONS

This provides a general summary of Terms & Conditions of Service with Deafconnect. Further information is available on request.

Hours of Work

A full time contract is 37 hours per week.

Time off in Lieu (TOIL)

Deafconnect operate a TOIL system where overtime is recorded as TOIL and taken in agreement with the line manager.

Salary

The relevant salary is displayed on the job advert, incremental increases are not guaranteed and are paid at the discretion of Trustees.

Annual Leave

Deafconnect holiday year begins on 1st January and ends on 31st December each year. Paid holiday entitlement is 20 days plus public/bank holidays. Entitlements are pro-rata for part-time employees.

Public / Bank Holidays

Employees are also entitled to 8 bank/public holidays

Sickness Pay and Conditions

Deafconnect have a contractual sick/injury pay scheme (inclusive of SSP) applicable upon successful completion of probation. The scheme provides 6 working days (pro rata for part time employees) at full pay (including bank holidays)

Pension Provision

Pension advice is available – please ask

Pre Employment Clearances

All offers of employment are subject to receipt of 2 satisfactory references and a DBS Check. Proof of qualifications and eligibility to work in the UK are also required.

Probationary Period

Employees newly appointed are subject to a 6 month probationary period.

Equal Opportunity

Deafconnect is committed to ensuring that equality of opportunity is communicated to and understood by all employees and that all employees are treated on merit and feel valued. Therefore it will not tolerate discrimination, victimisation or harassment of any kind by colleagues or members of the public.