**Application Form B**

## Community Volunteer Development Worker

**SECTION B APPLICATION FORM**

**PERSON SPECIFICATION - Community Volunteer Development Worker**

**Please use this document to give us examples that demonstrate your knowledge, skills and experience relevant to this role. When you give an example of your experience, please tell us:**

1. **What did you do, where and when?**
2. **What happened as a result?**
3. **What knowledge or skills did you use or gain?**

**You can use the same example several times to demonstrate the different skills and knowledge you used.**

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| **Qualifications and Experience** |
| 1. **At least 2 years’ experience working in a community development context.**   Tell us about any experience you have in the community, we would really like to hear about how you have. Give us examples of things that you have done and communities you have worked in. |
| 1. **Experience of developing activities in diverse or underrepresented communities particularly with adult speakers of other languages.**   Tell us examples of activities you have delivered, what was your role. Have you worked with people from diverse backgrounds and/or speakers of other languages? |
| 1. **Working with and supporting volunteers from diverse and or underrepresented backgrounds**   Have you ever worked alongside a volunteer or with a group of volunteers? How did you support them with their volunteering role? |
| 1. **Working with both voluntary and statutory sector partners to identify, develop and deliver community projects led by volunteers:**   What experience do you have of partnership or collaborative working with other organisations? |
| 1. **ESOL teaching experience (D)** 2. **working in an Adult Education and/or community setting.**   If you have any experience of teaching, training, group facilitation, please tell us, please tell us if you have ever supported people to learn English. Do you have transferable skills and experience that tell us you will be able to facilitate group sessions or help run a volunteer training course. |
| 1. **Monitoring and evaluation, collecting and maintaining records producing reports to evidence outcomes.**   Many of our funders want us to show evidence of what we do - this includes keeping records of learners and volunteers, recording information about what they do and the results, so that we can report to funders and other partners. Tell us about any experience you have in keeping records, making reports. What systems do you use? |
| Is there any other experience you think would be relevant to this job that you would like to tell us about? |
| **Knowledge** |
| 1. **Aspiration, skills and needs of people whose first language is not English**   Tell us, what you think they are, and how you know this. |
| 1. **Person-centred development methods and resources informal group learning and volunteer development**   What is your understanding of a ‘person-centred approach to participation? |
| c) **Community Development and Participatory Approaches**  Please tell us what you understand about Community Development and working in a participatory way to ensure people are at the centre of activities. |
| **Skills and Ability** |
| 1. **Assess and plan development support for volunteers**   Can you give an example of how you have used a person-centred approach to assess an individual’s starting points and needs? |
| 1. **Project Planning - to deliver community projects, activities or events.**   Tell us about an example of something you have planned and delivered in the past. (You can attach an example if you wish) |
| **c) Provide informal Information Advice and Guidance to encourage engagement with other community/learning activities and support engagement** |
| **d) Use a reflective approach to review work and adapt accordingly.**  What do you think about what you have done, whether you could change this and improve it next time? Can you tell us about a time when something didn't go to plan, and what you did. |
| **e) Use IT skills – E.G. MS Office, Google Workspace and Apps.**  Can you give us an example of your IT skills development over the past year? |
| **f) Devising and delivering training programmes and ongoing development workshops for volunteers**  please tell us about any courses you have facilitated |
| **g) Facilitating reviews and supporting development opportunities for volunteers.**  Please tell us about how you have supported volunteers |
| Are there any other skills you would like to tell us about that are relevant to this role? |
| **Personal Qualities** |
| 1. **Ability to work on own initiative to organise, plan and prioritise own work programme, including when under pressure and meeting deadlines.**   How do you approach managing your work, as you can see there are lots of different things to do in this role, how do you prioritise, how do you make sure you get everything done? |
| 1. **Good written, oral and interpersonal communication skills for working with learners (speakers of other languages), volunteers, other organisations and the public.**   Can you give an example of when you have used your interpersonal skills to make an impact, resolve a problem or motivate someone? |
| 1. **Ability to work flexibly and enthusiastically within a team and self-motivated to work on own.**   Can you tell us about how you have worked within a team? |
| 1. **Knowledge of and commitment to equity, diversity and inclusion and community development values that SAVTE promotes.**   Can you give an example of how you have ensured your past work, volunteering or other activity has been committed to equality? |
| 1. **Commitment to maintaining security – in compliance with safeguarding and GDPR requirements.**   We will train you in these areas, but can you say anything about your understanding of these …. why do you think they are important and any examples where you have had to show you follow procedures regarding safeguarding or data protection? |
| **Personal Circumstances** |
| **Flexible to work:**   * **occasional weekends and evenings (events, volunteer training, meetings)** * **from home, office or in community settings**   **stella@savte.org.uk** |

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| **Please tell us where you first saw this job advertised or heard about it.** |
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**Equal Opportunities Monitoring**, if you are happy to complete this form and have not already done so, we would appreciate the (anonymised) information for monitoring purposes. [SAVTE Equal Opportunities Form](https://docs.google.com/forms/d/e/1FAIpQLSdGCGShss4PPwuQbMJbZe8Dv3pnRCZ2z1Jr-QwfT7z5vZ3jRw/viewform)

**Thank you for completing this form**

Please return the completed form via email to [maymona@savte.org.uk](mailto:maymona@savte.org.uk)

June 2021