



10 CLYDE SQUARE
GREENOCK
PA15 INB
TEL: 01475 732700
Email: recruitment@icod.org.uk

JOB APPLICATION FORM

Application for the post of:
ABC Project Worker
Closing date: 13th Feb 2015
Interview date:

**Please complete this form in
type or black ink. All questions
must be answered in the
spaces provided.**

Surname:

First Name(s):

Address:

Telephone: (H)

Telephone: (W)

Email:

Textphone:

Are you a disabled person?

Yes

No

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If none please state:

Current / most recent employer:

Address:

Post Code:

Dates:

Salary:

Give brief details of your work (if currently unemployed please give details of unpaid activities currently being undertaken:

Period of notice required:

Reason for leaving / wishing to leave:

Are you related to any member of the ICOD Management Committee or to any member of staff?

If so, whom?

A RELATIONSHIP WILL NOT PREVENT ICOD FROM CONSIDERING YOU FOR EMPLOYMENT, BUT YOU MUST DECLARE IT.

Previous Employment (starting with most recent) Name and Address of Employer	Post	Salary	Dates	Reason for leaving

Please give details of other interests including involvement in voluntary organisations which you consider relevant to this application:

Do you have a current Driving Licence?

Do you own a vehicle?

Are you prepared to use this vehicle for work?

Education / Training	Date	Brief details of courses taken and results

Please provide two referees - one of whom should be your present or most recent employer and the other someone who has known you in work, education or a voluntary organisation. All appointments are subject to satisfactory references.

Name:

Name:

Address:

Address:

Tel: home/work

Tel: home/work

How do you know this person?

How do you know this person?

May we contact before
interview?

Can we contact before
interview?

Describe how your experience and personal qualities make you suitable for this job, giving examples. Please explain why you are interested in the job. **Please ensure you answer each of the points outlined in the person specification in order.**

(If necessary you may continue on one further side of A4)

Please give details of all absences from work due to ill health in the last 12 months.

Where did you hear of this vacancy?

I declare that the information given on this form is correct and can be treated as part of any contract of employment. Giving false information will give my employer the right to terminate any contract offered.

Signed:

Date:

Please Return Completed Application Forms plus the Equal Opportunities Monitoring Form by **13th February 2015** to:

**Inverclyde Council on Disability
10 Clyde Square
Greenock
Renfrewshire
PA15 1NB**

INVERCLYDE COUNCIL ON DISABILITY Ltd.

ABC Project Worker

Salary £20,388 - 35 hrs per week

Overall Purpose of Job

To provide tutor support and advice to Adults with a variety of Disabilities and impairments in accessing and using computers and digital technology in a community or home setting.

To provide advice, support and training to external community learning partners in accessible technology and digital learning.

Promote and operate an equipment and software loan service to learners and external learning providers.

DUTIES AND RESPONSIBILITIES

- To be responsible to the organisation via the Project Manager.
- Assist users of service to identify learners needs and devise and implement learning plans tailored to the individual learners needs, building confidence and skills.
- Provide 1-1 and small group learning opportunities to service users at home, within local libraries and other community learning venues.
- Assist users of service to identify, set up and maintain their own IT and internet equipment.
- Assist learners to identify progression routes and where appropriate refer to other learning providers.

- Devise, develop and deliver taster sessions / drop in sessions for the target group.
- Devise & develop appropriate learning materials in line with SQA and other relevant awarding bodies requirements.
- To work with partners to identify training needs for learners with additional support needs who have little or no IT skills
- Promote ICOD Ltd services to external agencies, the wider community and existing users of service.
- Promote ICOD's ABC Equipment loan service to External learning providers and learners.
- Devise and deliver adaptive technology training to library staff and other learning providers.
- Maintain accurate records on project activity and produce regular reports as directed by ICOD Project Manager in line with Funders monitoring requirements.
- Ensure project activities are carried out in line with ICOD Ltd Policies and Procedures and relevant legislation.
- Any other duties and responsibilities as directed by ICOD Project Manager or Board of Directors

INVERCLYDE COUNCIL ON DISABILITY Ltd.

ABC Project Worker

Person Specification

Essential

- Experience of working with adult learners from a variety of backgrounds and skill levels
- Experience of developing and delivering digital learning courses
- Understanding of the variety of learning support needs
- Experience of working with learners with additional support needs or disabilities
- Experience of working to relevant qualification specifications as set out by SQA and other awarding bodies
- Good IT skills
- Experience of a wide range of assistive technologies and adaptive equipment
- Good listening skills
- Problem solving skills
- Patience
- Time management
- Work on own initiative and manage own time
- Able to work co-operatively with other staff
- Able to contribute to report writing/relevant paperwork/recording information & statistics
- Experience of confidence building

Desirable

- Flexible (regarding hours/learners)
- Awareness of the Scottish Government's strategy on Adult Literacy and Numeracy
- Experience of managing Volunteers
- Experience of liaising with external and internal agencies
- Experience of outreach activities

EQUAL OPPORTUNITIES MONITORING FORM

As an equal opportunities employer, Inverclyde Council on Disability (ICOD) keeps records of the gender, ethnic origin and any disability of job applicants to monitor the implementation of our policy.

This page is used for monitoring purposes only and will remain strictly confidential. It will not be seen by any members of the interview selection panel.

Please answer all questions.

1. Post applied for? _____

2. Gender: Male _____ Female _____

3. Ethnic Origin: White _____
Black _____

4. Specific Ethnic Origin African/Caribbean _____
Asian _____
British _____
Chinese _____
European _____
Other _____

5. Age Under 21 years _____
21-30 years _____
31-40 years _____
41-50 years _____
51-60 years _____
Over 60 years _____

6. Do you consider yourself to have a disability? Yes/No

7. What is the nature of your disability? (Please specify)

8. How did you hear about this post? _____
(Please indicate newspaper/newsletter etc)

Thank you for completing this form.