**APPLICATION FOR EMPLOYMENT**

**Post Applied for:** Personal Assistant to the Membership & Engagement Lead

**Location of Post:** Preston Street, Faversham

**Hours:** Annualised hours are 832 per annum, to be worked flexibly but usually falling Tues-Thurs (16 hours a week). In an annual hours system an employee works a certain number of hours over the whole year, but with a certain degree of flexibility about when those hours are worked.

**Salary:** £8.25 per hour (£16,087 pro-rata of full-time equivalent)

**Closing Date:** 10th June

**Please return application form to:** **info@LDEngland.org.uk**

*Unfortunately, we will only be able to contact shortlisted candidates due to the anticipated high volume of applicants.*

**SECTION A: YOUR EXPERIENCE AND EMPLOYMENT HISTORY**

**Experience**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role. **Please refer to the PERSON SPECIFICATION (towards the end of this document) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.**

**PERSONAL STATEMENT**

**WHY I WANT TO DO THIS JOB**

**Please explain why you’re applying for this job and why you’d like to work with LDE. Please write in plain English. This means writing clearly, without using complicated language or jargon.**

**Employment History**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience. Please continue on a separate sheet, clearly labelled, if necessary.

|  |  |  |
| --- | --- | --- |
| **Name and Address of Organisation** | **Position/Job Title** | **Dates** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education and Qualifications**

**Please continue on a separate sheet, clearly labelled, if necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College/University** | **Dates of Attendance** | **Course Title and Level** | **Result/ Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Training**

Please tell us about any training that you have undertaken that may be relevant to the role.

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| --- | --- | --- |
| **Course Title/Topic** | **Duration** | **Date of Course** |
|  |  |  |

**SECTION B**

**YOUR PERSONAL INFORMATION**

The information in this section will not be used in the shortlisting process. For interview relevant information will be sent to the recruiting manager. At no point will your equal opportunities information be disclosed.

**Personal information**

**Surname** **Ms/Mr/Mrs/**

**Miss/Other**

**Other Names Date of**

 **Birth**

**Address Contact**

**Tel no:**

**National**

**Insurance**

**Number**

**Email**

**Referees**

**Learning Disability England asks for 2 references. One should be your current or most recent employer. The second should preferably be a previous employer but may be a character reference. A character reference may be supplied by someone who knows you well and for more than 3 years, and is not a friend or member of your family.**

**We will also contact one of the referees you supply by telephone if you are successful in being offered the position.**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of Referee** |  |
| **Position** |  |
| **e-mail address** |  |
| **Address** |  |
| **Postcode**  |  |
| **Telephone Number** |  |
| **Relationship to referee?** |  |
| **2.** | **Name of Referee** |  |
| **Position** |  |
| **e-mail address** |  |
| **Address** |  |
| **Postcode**  |  |
| **Telephone Number** |  |
| **Relationship to referee?** |  |

**Convictions**

The post of which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions [Amendments] Order 1986). It is a condition of appointment that all convictions and cautions are disclosed (spent and unspent, including driving disqualifications) and in this respect checks will be made by Learning Disability England who will apply for a Standard or Enhanced Disclosure Check (relevant to the post) by using the Disclosure and Barring Service (DBS).

Learning Disability England complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Failure to disclose such information will be regarded as grounds for dismissal if you are appointed. Having a criminal record will not necessarily bar you from employment.

Have you ever been convicted of a criminal offence? If so, please give details. If you do not have any convictions or cautions please state below, “I have no convictions or cautions”.

**Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

I confirm that I am entitled to live and work in the United Kingdom. **Y//N?**

**Declaration**

I understand that, to the best of my knowledge, all the information given by me on this application form, including the medical information, is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

**SIGNATURE:** **DATE:**

**Please type in your name if completing the form electronically. You will be requested to sign a copy of your application if invited for the first round of interviews.**

Data Protection Act – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

**PERSONAL ASSISTANT TO LDE’S Membership & Engagement Lead**

**Introduction**

Learning Disability England is a membership organisation that brings together people with learning disabilities, family members, friends and professionals to create a strong, loud voice on the things that matter to all of us. By bringing people together we are able to spread good work further and find creative solutions to the problems we’re facing on ever-shrinking budgets. We’re the first ever democratic organisation in England where people with learning disabilities, organisations, families and friends share power.



The position of Personal Assistant is essential in ensuring that LDE is working at maximum capacity. LDE’s Membership and Engagement Lead is a self-advocate with a learning disability who has over 30 years of experience in campaigning for the rights of people with learning disabilities. Here, the Management and Engagement Lead, explains why the role of Personal Assistant is so important to him:

“I need an excellent PA to help me do my job which is unique and demanding. Working with a PA should feel like a team effort. I need someone I can get along well with and trust.

I have been an advocate for people with learning disabilities for over 30 years and I need a PA with the organisational skills to complement my level of knowledge and experience.

The support of a Personal Assistant is very important to me as it means I can feel good in myself and feel good about my work.”

LDE has five values that were decided by our members:

* **People with learning disabilities first**—in everything we do and how we are run.
* **Be challenging**—when it comes to what people with learning disabilities and families want, need and have a right to.
* **Work together**—to achieve better lives for people with learning disabilities.
* **Be empowering**—by making sure our members have power and can act on behalf of LDE with confidence and clarity.
* **Be creative and try new things**—by thinking differently about how we can solve problems and not being afraid to get it wrong sometimes.

We expect all of our staff to uphold these values.

## Overall Job Purpose

The role of the Personal Assistant is to work alongside LDE’s Co-Founder & Self-Advocate Policy Lead, support him to carry out his work and undertake tasks in his absence.

## Line Management

The Personal Assistant reports to the Chief Executive Officer. Final responsibility for LDE’s activities rests with the LDE Representative Body and the Board of Trustees who delegate day-to-day operational management responsibility to the CEO.

## Hours

The hours for this role are annualised - 832 per annum. There is no guarantee but we would expect the hours to be around 16 per week, mainly spread across Tuesday, Wednesday and Thursday, but we require flexibility to meet the needs of our Membership & Engagement Lead’s schedule. The appointment will be temporary for 3 months to begin with. There is a possibility that the initial 3 months are extended.

## Location

The location of the role is at a communal office space where LDE rents desk space on a hot-desking basis. The office is located on Preston Street in Faversham.

**JOB DESCRIPTION (M&EL=Membership & Engagement Lead)**

|  |  |
| --- | --- |
| **1** | **Duties and Key Responsibilities** |
| 1.1 | To support the M&EL with reading, monitoring and responding to emails, and doing these things on behalf of the M&EL where necessary.  |
| 1.2 | Organizing travel, booking transport (including assisted travel) and preparing travel itineraries.  |
| 1.3 | Diary management. |
| 1.4 | Answering calls. |
| 1.5 | Drafting communications including newsletters, blogs and articles.  |
| 1.6 | Preparing presentations to be delivered at conferences, workshops and seminars. |
| 1.7 | Support the M&EL to use LDE’s social media channels. This may include providing some training, for example, in how to use Twitter or Facebook.  |
| **2** | **Office Administration** |
| 2.1 | Recording and filing expenses.  |
| 2.2 | Design and implement systems which support the day-to-day duties of the M&EL.  |
| 2.3 | Sourcing and ordering stationery and office equipment in cooperation with the Office Manager.  |
| **3** | **Meetings and Events**  |
| 3.1 | Planning and organizing meetings. |
| 3.2 | Preparing papers for meetings.  |
| 3.3 | Taking minutes in meetings and phone calls when needed.  |
| 3.4 | Support the planning and organizing of events.  |
| **4** | **General Duties**  |
| 4.1 | Attend meetings and events where necessary. This will be as a PA, not a support worker.  |
| 4.2 | Demonstrate a commitment to LDE’s values.  |
| 4.3 | Other duties, such as may be required from time to time.  |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential/ Desirable?** | **Method of Assessment** |
| **Skills**  |  |  |
| Excellent communication skills, with high levels of English and the ability to write clearly and without jargon.  | Essential | AF |
| IT literate, with advanced-level skills in Word and PowerPoint. | Essential | AF |
| **Experience** |  |  |
| Experience of using social media and a thorough understanding of Facebook and Twitter.  | Essential  | AF, I  |
| Experience of using social media on behalf of a group, organisation or cause.  | Desirable  | AF |
| Previous experience of working with people with learning disabilities. | Desirable  | AF, I |
| Experience of using a blogging platform such as Blogger and email marketing tools such as MailChimp.  | Desirable  | AF |
| **Knowledge** |  |  |
| Understanding of issues and current affairs pertaining to disability. | Desirable  | I |
| **Personal Qualities** |  |  |
| An interest in social justice and human rights. | Essential  | AF, I |
| Flexible and able to adapt to new ways of working.  | Essential | AF, I |
| Organised and efficient.  | Essential | AF, I |
| Proactive and able to take initiative.  | Essential | AF, I |
| Friendly and approachable.  | Essential | AF, I |

Method of Assessment denotes how decisions will be made in shortlisting applicants:

AF = Application Form

I = Interview