A drawing of a person

Description automatically generatedJob Application Form

|  |
| --- |
| Our Ref:  **BCDA WRA 9/21** |
|  |

**Post:** Welfare Reform Advisor

**Closing Date: 8/10/2021, 4pm**

**Please type or write clearly in the boxes below**

**Your Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | | |
| **Forename(s)** |  | | | | | |
| **Surname** |  | | | | | |
| **Address** |  | | | | | |
| **Postcode** |  | |  | |  | |
| **NI Number** |  | | | | | |
| **Contact Numbers** | **Home** |  | | **Mobile** | |  |
| **Email** | **Work** |  | | **Home** | |  |

*Do you have a disability which presents special needs at the selection interview?   Yes    No*

*If yes, please give details of how we can help you:*

|  |
| --- |
|  |

## Employment History

Please start with your present (or most recent) role and please show all periods of employment or unemployment (Continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Start Date | End Date | Position held with brief description of duties and reason for leaving. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Qualifications

Please start with the highest qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Qualification | Date | Subject | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Continue on separate sheet if necessary. Please note you will be asked to provide proof of qualifications if you are offered this role)

## Essential Criteria

In addition to your qualifications and experience, the answers to the following questions will help us to determine if you meet the criteria for this post outlined in the person specification. Please answer all the questions clearly and succinctly. The recruitment panel reserve the right to enhance the criteria if we receive a large volume of applications.

|  |
| --- |
| Demonstrable experience (paid or unpaid) of providing welfare rights advice - face to face or telephone – gained in the last 3 years  Sound knowledge of the social security system. 200 words max |
|  |
| Demonstrable experience of working or volunteering in a role which requires effective verbal and written communication skills. 250 words max |
|  |
| Evidence of ability to understand complex information and legislation. 250 words max |
|  |
| Please tell us about yourCase recording skills. 250 words max |
|  |
| Please tell usabout your ability to work with figures. 150 words max |
|  |
| Please tell us about yourMS Office Skills (Word, Outlook, the internet). 150 words max |
|  |

|  |
| --- |
| Please demonstrate your ability to prioritise own workload and to use initiative regarding assisting clients. 150 words max |
|  |
| Please demonstrate your experience of working as part of a flexible team and sharing knowledge. 150 words max |
|  |
| Please outline your approach to having a sympathetic and non-judgemental attitude to a client’s problems. 150 words max |
|  |

|  |
| --- |
| Please describe your commitment to the aims and principles of the service, e.g. equal opportunities. 250 words max |
|  |
| Please outline your ability to develop and maintain networks of relationships with other organisations to sustain and expand BCDA’s outreach provision. 250 words max |
|  |
| The following Personal Attributes are required: Please outline how you will meet these:  200 words max  Flexible approach to working hours.  Friendly and approachable manner.  Ability to work on a confidential basis.  Ability to work under pressure and to strict deadlines.  Accuracy and attention to detail. |
|  |

## Desirable Criteria

Please note that these criteria may be used to assist with shortlisting in the event of a large number of applications.

|  |
| --- |
| Knowledge of the welfare reform and mitigations schemes**.** (100 words max) |
|  |
| MS Office Skills: Excel, Access (100 words max) |
|  |
| Ability to communicate sensitively and effectively with Advice NI clients and other key stakeholders (100 words max) |
|  |
| Research skills and Knowledge of Advice Pro (100 words max) |
|  |
| Sound knowledge of the advice sector in Northern Ireland (100 words max) |
|  |

**Signed …………………………………………………………………………………………..**

**Date ……………………………………………………**

**(scanned/typed signature acceptable)**

**By signing and submitting this application form, you are declaring that you have the right to work in the UK and will be able to provide relevant documentation, as proof, if you are successful and offered the position at BCDA.**

**Please return your completed application, along with Monitoring form and Criminal convictions disclosure to The Monitoring Officer,** [**deirdre.kearney@bcda.net**](mailto:reception@bcda.net) **by 4 pm on Friday 8 October 2021**