**Application Form:**

**Freelance Volunteer Programme Coordinator**

**University of Atypical for Arts and Disability (UofA)**

Thank you for your interest in this position.

* Please complete this form accurately and honestly.
* The decision to shortlist will be based on the information you provide on this form.
* Do not include attachments or CVs.
* Complete clearly in black ink or typescript (font size minimum 12).
* This position is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. Applicants must complete and return a Declaration of Convictions Form with their application.
* Completed application forms and monitoring forms (submitted by post or email) must be received no later than **4pm on Tuesday 14 June 2022.**
* You can email completed application forms by email or by post.It is your responsibility to confirm that your application has arrived/been received on time.
* email applications to administration[@universityofatypical.org](mailto:administration@universityofatypical.org); please put **‘***Arts and Inclusion post application’* in the subject line of your email and ensure that it has been received.
* If posting, your application, please mark your envelope **‘***CONFIDENTIAL: Freelance Volunteer Programme Coordinator application* and return to:

University of Atypical

Cathedral Quarter Managed Workspaces

109-113 Royal Avenue

Belfast, BT1 1FF

* It is planned that interviews will take place in the week starting 27th June - 1st July 2022; the specific date has yet to be confirmed.
* UofA is an Equal Opportunities employer and we welcome applicants regardless of gender, religious belief, political opinion, sexual orientation, marital status, age, disability or ethnic origin.

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees, others who work for UofA and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Applications from applicants living with disability are particularly welcomed in line with the organisation’s constitutional aims.

**YOUR PERSONAL CONTACT INFORMATION**

**Title:**

**Surname:**

**Forename(s):**

**Address:**

**Postcode:**

**Telephone Number:**

**Email address:**

**EDUCATION & TRAINING**

Here you are asked to provide details of further or higher-level educational qualifications and/or professional qualifications you may have. You may add rows if necessary. Before appointment we will be seeking evidence of qualifications.

**Third level qualifications**

Further or higher education qualifications, including postgraduate e.g. HND, Degree, Masters, etc. Please state class or level. You may add rows if necessary.

| **Level of qualification** | **Subject** | **Grade** | **Year** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional qualifications or memberships**

Please provide the name of any professional associations you are a member of:

| **Name of Professional or Technical Association** | **From what date** | **Status (student, associate, etc.)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Training Undertaken**

Please provide the name and nature of relevant training courses that you have attended:

| **Name of training courses undertaken** | **Date** | **Number of hours/days and any qualification** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**EMPLOYMENT HISTORY**

You should start with your present or last employment and also include any relevant unpaid or voluntary work. Please account for all periods of time since leaving full-time education. Documentary evidence of essential qualifications may be asked for if you are offered the post. The box will expand to fit your answer.

**Current or Last Employer**

| **Dates from/ to (month/year)** | **Name and address of employer** | **Reason for leaving (if appropriate)** | **Notice period required (if applicable)** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Position Held:** |  | | |
| **Reporting to:** |  | | |

| **Key Responsibilities** |
| --- |
|  |
| **Key achievements** |
| . |

**Previous Employment or Volunteer work**

Please add boxes if necessary*.* The boxes will expand to fit your answer.

| **Dates from/ to**  **(month/year)** | **Name and address of employer** | **Job title, key responsibilities, achievements, and reason for leaving** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**REASONABLE ADJUSTMENTS**

All candidates selected for the interview will be asked to attend up to 1 hour before their interview where you can preview the interview questions and consider your answers.

If you have any additional reasonable adjustments for the interview process or for the role in light of a disability please let us know below:

|  |
| --- |

**EXPERIENCE, SKILLS & TRAINING**

**Essential criteria (maximum 2000 words)**

Please explain how you meet the essential criteria for this post. The box will expand to fit your answer. The Essential criteria are listed below:

**Experience and qualifications:**

1. Has lived and direct experience of disability, the d/Deaf community or neurodiversity.
2. Has knowledge of the disability arts sector.
3. Has experience of volunteering and managing volunteers or other teams of people.
4. Has experience of working as part of a team.

|  |
| --- |

**(continuation of essential criteria)**

**Skills:**

* Can communicate effectively and has excellent interpersonal skills.
* Has the ability to work well in a team.
* Is proactive in keeping informed of all University of Atypical activities
* Has leadership skills including the ability to plan ahead, to problem solve, to offer solutions to difficulties, to encourage a positive team environment, to keep good records and manage budgets.
* Is a good timekeeper and keeps to schedules and deadlines
* Has administrative experience of using basic databases including Windows based software packages.
* Is able and confident in using the internet and social media platforms.

|  |
| --- |

**(continuation of essential criteria)**

**Personal attributes:**

* Has interpersonal qualities such as is a good listener, has patience, positive attitude, proactive and encouraging and empathetic.
* Is committed to the role on a weekly basis and for particular key areas of the University of Atypical calendar - Bounce Festival, Gallery openings etc.
* Communicates clearly and regularly with the University of Atypical manager and reports regularly against achievements and difficulties.
* Willingness to travel as required for the role.
* Willingness to work flexible hours to accommodate some weekends and evenings; this will be arranged in advance with you.
* Willingness to complete an Access NI clearance (covered by UofA).

|  |
| --- |

**REFEREES**

Please give the names and addresses of **two people, not related to you.** At least one referee would be able to comment on you as an employee.

* **If you have been in previous employmen**t please provide one reference from your most recent employer who has knowledge of you in a work situation and your ability to carry out the particular tasks of this job.
* **If you have not been in employment** please provide a referee who has been a tutor, trainer, supervisor or person who has a recent knowledge of you and your ability to carry out the particular tasks of this job.

We may wish to take up references prior to the final interview. You may specify one referee whom we may only approach if you are being offered the post subject to references.

**Referee 1**

**Name:**

**Position:**

**Organisation;**

**Address;**

**Postcode;**

**Telephone Number;**

**Email;**

**Relationship to you:**

**May we contact them before your interview?**

**Referee 2**

**Name:**

**Position:**

**Organisation;**

**Address;**

**Postcode;**

**Telephone Number;**

**Email;**

**Relationship to you:**

**May we contact them before your interview?**

**DECLARATION**

**DATA PROTECTION ACT DECLARATION**

**The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998. I understand that the information is being used to:**

* **Process my application for employment**
* **Form the basis of a computerised record on the recruitment system for processing and monitoring purposes**
* **Form the basis of a manual job file with other application forms and will be used for processing**
* **If appointed, form the basis of a manual and computerised employment record.**

You should sign the declaration below:

* I declare that the information provided on this form is true and complete to the best of my knowledge and belief.
* I declare that I am of suitable physical and mental health to be able to carry out the duties of the role as specified.
* I declare that I am eligible to work in the UK.
* I understand that I may be required to provide proof of my qualifications and experience that I have highlighted.
* I understand that any false or omitted information may result in my application being rejected, or in dismissal or other disciplinary action if I am appointed.

**Signed by applicant:(Electronic signature is accepted):**

**Date:**