

Date: As postmark

Dear Applicant,

**RE: Application for employment**

Thank you for applying for the position of **1:1 Sessional Worker** at the Deafness Resource Centre Limited.

Please find enclosed the following:

- Job Description (2 pages)
- Person Specification (2 pages)
- Application Process (1 page)
- Application Form (6 pages) TO BE RETURNED
- Equality and Diversity Policy (2 page)
- Equal Opportunities Monitoring Form (1 page) TO BE RETURNED

If any of this information is missing, please contact Reception at the Deafness Resource Centre using the details below.

If applying by post, please ensure all relevant pages are printed and sent to us.

*Please note that CVs will not be accepted as part of, or instead of, an application. A typed application form would be accepted from applicants who have difficulty completing a hand-written application form*

I look forward to hearing from you soon.

Yours sincerely

*Helen*

Helen Fitzgerald  
Chief Officer

**\*NOTE:** the term D/deaf is a collective reference to people who are profoundly deaf, deafened, hard of hearing and deaf blind.

**DEAFNESS RESOURCE CENTRE LIMITED**

Registered Charity No. 1128148, Company Limited by Guarantee 6807282, Registered in England and Wales  
32-40 Dentons Green Lane, St Helens, WA10 2QB Tel: 01744 23887 (Voice / Minicom) Fax: 01744 611540  
Chairman of Committee: **Mr J E Clark** Hon President: **Rev Canon F Naylor** Hon. Treasurer: **Mrs J Yates** Chief Officer: **Ms H Fitzgerald**  
Patron: **Rev. John Pilkington**

## **Job Description**

### **1:1 Sessional Worker (working with D/deaf Children and Young People)**

|                      |  |
|----------------------|--|
| <b>Employed by:</b>  | Deafness Resource Centre Limited                                       |
| <b>Location:</b>     | Main base: Deafness Resource Centre                                    |
| <b>Line Manager:</b> | Project Coordinator  |
| <b>Hours:</b>        | Various (offers of employment will start at a min of 3 hours per week) |
| <b>Rate of Pay:</b>  | £9 per hour  |

#### **Overall Purpose:**

To provide 1:1 planned recreational and social activities for D/deaf children, and young people in a safe and stimulating environment

#### **Duties:**

- To plan and coordinate a variety of activities geared to the specific needs of individual children and young people
- To support young deaf people and children to access informal learning, play and a range of fun opportunities, experiences and social activities which help them develop their full potential
- To work with deaf children, young people and families to establish positive relationships in order to meet the needs of the child as well as the wider family unit.
- Work to maximise opportunities that facilitate choice and develop independence of individual children and young people
- To ensure the wellbeing of all children and young people through maintaining high standards of health, safety and hygiene
- To act in accordance with all safeguarding policy and procedures, and ensure their implementation and compliance across all aspects of the role

- Complete the necessary administration tasks to maintain accurate records including planning, monitoring and evaluation, and risk assessments
- To attend training and development opportunities to further develop individual potential in the role
- To act within the policies and procedures as laid down by the Deafness Resource Centre Ltd.
- To undertake other duties within the scope of the role as directed by your line manager
- Have access to transport and be prepared to travel within the service catchment area.

## 1:1 Sessional Worker- Person Specification

| <b>Key Criteria:<br/>Candidates will be assessed from a combination of information provided on the application form, interview, presentation and references</b> | <b>Essential / Desirable</b> | <b>Measured by:<br/>A: application<br/>I: interview<br/>P: Presentation<br/>R: Reference</b> |
|---|------------------------------|--|
| <b>Qualifications / Education</b>   |                              |  |
| 1. Good standard of education at GCSE level   | Essential                    | A  |
| 2. British Sign Language Level 2 or native BSL user   | Essential                    | A  |
| 3. Qualification in Youth Work Practice, Childcare/Early Years/Children & Young People's Workforce (or equivalent)  | Desirable                    | A  |
| <b>Experience / Knowledge</b>   |                              |  |
| 4. Knowledge and understanding of Deafness and associated issues, cultures and challenges particularly around families and young people                         | Essential                    | A/I  |
| 5. Experience of delivering a range of children's and youth based activities in a safe and inclusive manner   | Essential                    | A/I  |
| 6. Experience of consulting and empowering individuals to achieve positive outcomes   | Essential                    | A/I  |
| 7. The knowledge and understanding of safe working practices to create an environment that is secure for participants including assessment of risk              | Essential                    | A/I  |
| 8. Knowledge and understanding of the risks of harm for children and young people and the protocols in place to safeguard them against harm                     | Essential                    | A/I  |
| <b>Skills /Abilities</b>  |                              |  |
| 9. The ability to influence and motivate individuals  | Essential                    | A/I  |
| 10. Excellent communication skills (verbal, written and visual)   | Essential                    | A/R  |
| 11. The ability to forge effective working relationships with a range of service users including children and young people and families                         | Essential                    | A/I  |
| 12. Excellent organisational skills including the ability to plan, deliver and evaluate activities  | Essential                    | A  |
| 13. The ability to develop ideas and use initiative to ensure activities are fun, stimulating and meeting individual needs                                      | Essential                    | A  |
| <b>Personal Qualities</b>   |                              |  |
| 14. Friendly and approachable with a good sense of humour   | Essential                    | A/I  |
| 15. Reliable, enthusiastic and hard working   | Essential                    | A/R  |
| 16. Commitment to the concept of equality, fairness and diversity with a desire to actively implement positive working practices                                | Essential                    | A  |
| 17. The ability to work alone whilst being an active team player  | Essential                    | A/I/R  |
| <b>Other Requirements</b>   |                              |  |

|   |           |   |
|---|-----------|---|
| 18. Ability to travel within the boroughs of Halton and St Helens and to work evenings and weekends | Essential | A |
|---|-----------|---|

# Application Process

---

**Interviews:** Date to be confirmed

Completed applications can be submitted by either post or email.

**Post to:**

FAO Helen Fitzgerald PRIVATE  
Deafness Resource Centre Ltd  
32-40 Dentons Green Lane  
St Helens  
Merseyside  
WA10 2QB

**Email to:** [helen.fitzgerald@deafnessresourcecentre.org](mailto:helen.fitzgerald@deafnessresourcecentre.org)

**Short-listing:**

The contents of each employment application will be reviewed against the Person Specification and Job Description. Applications will be assessed based only on the information provided and how far it demonstrates the applicant's ability to meet the criteria for the post.

**Please note C.V s will not be accepted**

If you are short-listed for interview, we will contact you in writing, with details about the date, time and venue of the interview.

**General Enquiries**

All enquiries regarding this application should be directed to Helen Fitzgerald, by email if possible: [helen.fitzgerald@deafnessresourcecentre.org](mailto:helen.fitzgerald@deafnessresourcecentre.org) or by telephone 01744 23887

**Other Information**

This post requires an enhanced disclosure through the Disclosure and Barring Service and suitable references to be received **before** an offer of work is made.



Registered Charity No. 1128148  
Company Limited by Guarantee 6807282, registered in England and Wales

# APPLICATION for SESSIONAL WORK

**You should attempt to answer all questions as fully as possible.  
CVs will not be accepted as part of, or instead of, this application form.**

The organisation is committed to Equal Opportunities and welcomes applications, regardless of disability, sex, marital status, sexual orientation, race, colour, nationality, ethnic or national origins

**Please complete this form in black ink**

|   |   |
|---|---|
| Please return this form to:<br><b>Post: Chief Officer – Private</b><br>Deafness Resource Centre<br>32-40 Dentons Green Lane<br>St Helens<br>Merseyside<br>WA10 2QB<br><b>Email:</b> helen.fitzgerald@deafnessresourcecentre.org<br>FAO Helen Fitzgerald | Role registering for:   |
|   | Please state where you saw the opportunity, or state "Word Of Mouth": |

|                            |               |                      |
|----------------------------|---------------|----------------------|
| <b>Personal Details</b>    |               |                      |
| Title:                     | Forename(s):  | Surname/Family Name: |
| Address:                   | Telephone No: |                      |
|                            | Mobile No:    |                      |
|                            | Email:        |                      |
| National Insurance Number: |               |                      |

Have you ever been convicted of a criminal offence? (please circle) **YES / NO**

If **YES**, please give details of date(s) or offences(s) and sentence(s) passed: This will not necessarily affect your application.

**Important:** if you are applying for a post connected with the provision of services to: children and young persons, older people, disabled people or people with learning disabilities or which involves employment in a Youth Club or Centre.

**PLEASE NOTE** that, because of the nature of the work, such employment is *exempt* from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1074 (Exemptions) Order, 1975. Applicants are not entitled therefore, to withhold information about convictions which, for purposes, are 'spent' under the provisions of the Act. Any failure to disclose such convictions and, of course, any other convictions could, if the applicant is given employment, result in dismissal or disciplinary action.



**Education and Qualifications**

Please give details of any courses attended, duration and qualification(s) obtained. Include training you are currently undertaking which is relevant to the post.  
You will be required to produce evidence of qualifications at a later stage.

**Voluntary Activities**

Please give details of any voluntary activities you undertake / have undertaken.

**Leisure Time Interests**

Please give details.

| <b>Employment History</b>             |            |          |      |                    |
|---------------------------------------|------------|----------|------|--------------------|
| Current or most recent employer first | Start date | End date | Role | Reason for leaving |
|                                       |            |          |      |                    |
|                                       |            |          |      |                    |
|                                       |            |          |      |                    |

| <b>Working Hours – availability</b> |        |         |           |          |        |          |        |
|-------------------------------------|--------|---------|-----------|----------|--------|----------|--------|
|                                     | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning                             |        |         |           |          |        |          |        |
| Afternoon                           |        |         |           |          |        |          |        |
| Evening                             |        |         |           |          |        |          |        |

How many hours per week are you willing to work? .....

| <b>RELEVANT INFORMATION</b>  | <i>Please tick</i>                                       |
|--|--|
| Do you hold a current driving licence?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have regular access to a vehicle?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you had a DBS check in the last 12 months?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you undertaken Childrens Safeguarding Training in the last 12 months? Please give details | Yes  |
| If yes, please give details  |  |
| Do you have Professional Indemnity Insurance?  |  |

**Supporting statement**

Please tell us about your skills, knowledge and experience relevant to the role and how you meet the requirements of the person specification and job description. Include any other information in support of your application. Continue on a separate sheet if necessary.

| <b>References</b>   |   |
|---|---|
| Please give the details of <i>two referees</i> whom we may approach. One of these should be your present/last employer or tutor. They should not include relatives or purely personal friends.              |   |
| Name: -----<br>Address: -----<br>-----<br>-----<br>Email:-----<br>Tel. No: -----<br>Capacity in which known<br>-----<br>Is consent needed before taking up reference?<br><br><b>YES                  NO</b> | Name: -----<br>Address: -----<br>-----<br>-----<br>Email:-----<br>Tel. No: -----<br>Capacity in which known<br>-----<br>Is consent needed before taking up reference?<br><br><b>YES                  NO</b> |

| <b>Personal Requirements</b>   |                         |
|--|-------------------------|
| Do you consider yourself to be disabled? (please circle)   | YES                  NO |
| Can you provide evidence of eligibility to work within the UK under the requirements of s8 of the Asylum and Immigration Act 1996 (such as a P45, P60, pay-slip or National Insurance Card)? (please circle) | YES                  NO |
| Please note that you will be required to provide such evidence.  |                         |

| <b>Declaration</b>   |       |
|--|-------|
| I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, any employment agreement may be terminated without notice. |       |
| Signature:   | Date: |

## Equality & Diversity Policy

**Deafness Resource Centre Ltd.** is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation – in providing goods, services and facilities - is also committed against unlawful discrimination of customers or the public.

### **The policy's purpose is to:**

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender, reassignment, marriage, and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training and other development opportunities.

### **The organisation commits to:**

- Encourage equality and diversity in the workplace as they are good practice and make business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and any appropriate action will be taken. Particularly serious

complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering taking action to address any issues.

The equality policy is fully supported by the Chief Officer and the management committee.

The lead person responsible for its implementation is Helen Fitzgerald Chief Officer



Registered Charity No 1128148  
 Company Limited by Guarantee No 6807282

**EQUAL OPPORTUNITIES MONITORING FORM – PLEASE RETURN WITH APPLICATION FORM**

As part of our organisational commitment to providing equality of opportunity, it is important for us to monitor access to our services, including the recruitment process. The information you provide will be used for statistical purposes only.

What is your employment status? (Please tick)

|          |    |              |    |
|----------|----|--------------|----|
| Retired  | E1 | Unemployed   | E5 |
| Carer    | E2 | Training     | E6 |
| Student  | E3 | Non-Employed | E7 |
| Employed | E4 | Other        | E8 |

If you answered other please specify.....

What is your ethnic origin? (Please tick)

| White       |  | Mixed                 |  | Asian or Asian British |  | Black or Black British |  | Other   |  |
|-------------|--|-----------------------|--|------------------------|--|------------------------|--|---------|--|
| British     |  | White/Black Caribbean |  | Indian                 |  | Caribbean              |  | Chinese |  |
| Irish       |  | White/Black African   |  | Pakistani              |  | African                |  |         |  |
|             |  | White Asian           |  | Bangladeshi            |  |                        |  |         |  |
| Other White |  | Other Mixed           |  | Other Asian            |  | Other Black            |  | Other   |  |

Would you consider yourself to have a disability? (Please tick)  Yes  No

Gender (Please tick)  Male  Female

Age range (Please tick)

|          |  |         |  |
|----------|--|---------|--|
| Under 16 |  | 36 – 50 |  |
| 16 – 25  |  | 51 – 60 |  |
| 26 – 35  |  | 61 +    |  |

**THIS INFORMATION IS ANONYMOUS AND CONFIDENTIAL. IT WILL BE HELD SEPARATELY FROM YOUR APPLICATION, AND USED FOR MONITORING PURPOSES ONLY.**