



<b>Role Title</b>	<b>Support Worker (Adults)</b>
<b>Closing Date</b>	<b>Monday 17 January 2022</b>

### Section 1: Personal Information

Name:		Address:	
Phone (home):		Mobile:	
Email:			

Please tell us how you found out about this post:

- D&G LGBT Plus Newsletter
- D&G LGBT Plus website
- Third Sector Dumfries and Galloway / Partner Agency
- Facebook / Twitter
- Other (Please specify) \_\_\_\_\_

### References

Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be your present (or most recent) employer.

Reference 1		Reference 2	
Name:		Name:	
Job title:		Job title:	
Relationship to you:		Relationship to you:	
Tel. No:		Tel. No:	
Email:		Email:	

It is our policy not to contact referees unless you have been offered a post.

### Declaration

I verify that to the best of my knowledge, the information supplied by me on this application form, and on any additional sheets, is correct.

Signed:		Date:	
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## Section 2: Education and Training

Please give details of **secondary and further / higher education** starting with the most recent. **If offered a position we may wish to check your qualifications (depending on your role).**

Dates		Educational establishment attended	Subjects studied	Qualifications / Certificates gained (including grade)
From	To			

Please give details of any **other qualifications, volunteering, or training courses** you think may be relevant to this application.

Qualification / training course title	Educational establishment / provider of training	Duration / date undertaken

## Section 3: Employment and Volunteering Experience

Please provide details of your most relevant employment and volunteering experience, starting with your current or most recent employer.

Dates From / To	Hours per week	Employer	Job title and main responsibilities – please highlight if this was a paid or unpaid position	Final salary & reason for wishing to leave
<b>Notice required</b> by current employer:				

## Section 4: Personal Statement

Please outline the experience, qualifications, knowledge, understanding, skills and abilities that you have, which are most relevant to this post.

**You should give examples and outline achievements that show how you meet the 'Person Specification' for this post as this will be used as a basis of our shortlisting process**

**Important:** Please DO NOT attach a Curriculum Vitae in place of this section as it will not be considered when short-listing applicants for interview. Please do not exceed more than 500 words in total for this section

## Section 5: General

Do you have any **criminal convictions** that are not treated as spent under the terms of the Rehabilitation of Offenders Act 1974?

- Yes  
 No

If yes, please  
provide details:

This post is offered subject to satisfactory membership of the **PVG Scheme**. Convictions considered irrelevant to the post will be disregarded. Please indicate if you are a member of the PVG Scheme:

- Yes, I am currently a member  
 No I am not a member

**If you are successful at interview you will be asked to provide evidence of your qualifications, proof of your right to work in the United Kingdom and any other documentary evidence required for the post.**

## Submitting your application

Please submit completed application forms to: [iain@lgbtplus.org.uk](mailto:iain@lgbtplus.org.uk)

We would be grateful if you could also complete and return the **Equality & Diversity Monitoring Form**.

Please post this anonymously marked '**Private and Confidential – Diversity Monitoring Form to the address provided on the form**'. The form is confidential and will be processed separately to your application.

Skills / Attributes	Essential (E) / Desirable (D)
<b>Experience / Qualifications</b>	
Experience or qualification in support, counselling, mental health or equivalent	E
Experience of working with people with mental ill health	E
Direct experience of working with a wide range of vulnerable people	E
Experience of working with vulnerable adults	E
Experience of networking and partnership working with other third sector, health and statutory Organisations, developing strong partnerships and joint working	E
Experience of working with volunteers and/or volunteering	E
Experience of facilitating groups	E
Experience of planning and developing new initiatives	E
Experience of evaluation and monitoring to demonstrate impact	E
Experience in delivering training and presentations	E
Experience of project management including planning, developing, implementing and evaluating projects to set deadlines and within fixed budgets	D
Understanding of marketing, promotion and social media platforms	D
Experience of working with the trans community	D
Experience of writing reports to demonstrate impact	D
Experience of community consultation	D
<b>Knowledge / Understanding</b>	
Knowledge of key statutory and voluntary sector Organisations in Dumfries and Galloway	E
Understanding of good practice in staff and volunteer management	E
Understanding of, and commitment to, diversity, human rights and addressing health inequalities	E
Knowledge of key research and strategic documents with LGBT Communities	E
Cultural competence in relation to working with LGBT people	D
Understanding of a community development and engagement approach	D
Understanding of rights and entitlements of refugees and asylum seekers, key statutory and non-statutory agencies and LGBT-specific issues	D

Skills / Attributes	Essential (E) / Desirable (D)
Skills / Abilities	
Ability to consult and work with community members, staff and volunteers	E
Ability to develop effective day to day service delivery models and review workplans	E
Excellent organisational, planning and time management skills; ability to work to deadlines whilst remaining responsive to events and varied demands	E
Excellent communication and interpersonal skills and the ability to work sensitively with a wide variety of people at all levels	E
Computer literacy in social media, Microsoft Word, Excel, Outlook, PowerPoint and Office 365	E
Good written English and proven ability to produce high quality, relevant, clear, attractive and impactful reports	E
Ability to work effectively on own initiative and as part of several cross organisational and project-specific teams	E
Ability to develop systems for monitoring and evaluation, maintain accurate records and statistics	E
Ability to be self-administering in terms of IT	E
Flexible attitude to the demands of the post and the needs of the organisation	E
Motivated, enthusiastic, resilient, proactive and solution focused	E
Driving Licence**	E

***\*Highlight all those above in the Skills and Attributes that you can identify with.***

***\*\*The Support Worker role is required to have a driving licence and access to a car to travel across Dumfries and Galloway.***

***Mileage reimbursement cover is provided.***