# 

# JOB PACK

# WELCOME

# Thank you for your interest in this exciting and rewarding opportunity.

Dear Applicant,

**Re: Digital Trainer** – Supporting adults with learning disabilities

Thank you for your enquiry in response to the above position. I have pleasure in enclosing

the following:

1. Background information about the Elfrida Society
2. Job description and Person Specification
3. Terms & Conditions of Employment
4. Application form
5. Equal opportunities monitoring form

I look forward to receiving your completed application form no later than 12noon Monday

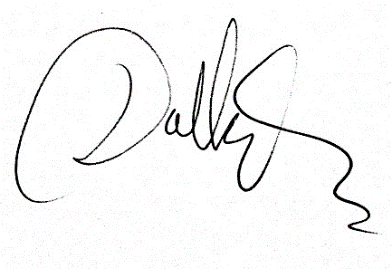
26th Oct 2020. Interviews will be held on 29th or 30th October 2020.

Candidates shortlisted for an interview will be contacted by email and or telephone, so please include an email address and mobile telephone number or any other telephone number where you can be reached.

Please note that we do not accept CV’s.

Thank you for your interest in this role.

Yours sincerely



Dolly Galvis

Chief Executive Officer

The Elfrida Society

# ABOUT THIS OPPORTUNITY

# Are you looking for an exciting and unique opportunity to advance your skills, knowledge and experiences supporting people with learning disabilities?

# Are you interested in learning how to support adults with learning disabilities, who are also parents by supporting them to learn about the rights of their children and their own?

* Are you interested in supporting people with learning disabilities to overcome digital barriers and to be part of the COVID-19 emergency recovery?

# Apply today!

# You will be joining a highly committed and well-supported team who are working together to champion the rights of adults with learning disabilities, their families and/or carers.

**ABOUT US**

# The Elfrida Society (Elfrida) started its work with people with learning disabilities 100 years ago. Initially known as Elfrida Rathbone Islington, we continue to build on our work with people with learning disabilities, in Islington and surrounding boroughs, to this date. Throughout our long history Elfrida has always been proud of its cherished community base and strong record of campaigning for inclusivity and against injustice. To ensure that people with learning disabilities have the same chances and opportunities to succeed in life and that their voice and rights are represented.

# We are particularly proud to be an accessible and accountable employer of people with learning disabilities. Currently our organisation is supported by a strong team of 22 staff, including 14 employees with learning disabilities and a dedicated team of volunteers.

**Our Charitable Values and Objectives**

Elfrida’s vision is for a better world, social justice and equality of opportunity for people with learning disabilities.

Our mission is to support and work with people who have learning disabilities through the provision of services, support and activities that help people with learning disabilities build connections, have happy and independent lives and have fun.

Our values of trust, care, choice and opportunity reflect our history and have been developed in consultation with our service users, staff, volunteers and trustees. These values are embedded into our vision, mission and overall charitable aims and objectives of the organisation and all our projects.

All our work is underpinned by the following values:

**Equality:** We value diversity and strive to give equality of opportunity. We believe the organisation and society is enriched by its diversity.

**Respect:** We respect the experience of our staff, volunteers and supported employees, which include people with learning disabilities. We believe in their potential and will help to realise their ambitions.

**Creativity:** We encourage innovation in the solutions we adopt.

**Cooperative:** We value partnerships based on honesty and trust. We believe that people working together can achieve positive and lasting change.

**Co-Production:** We value the input of our beneficiaries, staff and volunteers in all the work we do.

**Challenge:** We will advocate on behalf of our service users with local and national institutions in order to achieve our vision and mission.

**Our Programme of Services**

Elfrida works closely and in partnership with other organisations who share our values, both in the borough of Islington and elsewhere, and we work closely with the London Borough of Islington and deliver services through partnerships.

All our services are consulted, evaluated, shaped and designed with people with LDs leading to improved health, well-being and independence.

This is what they have told us is most important to them.

1. 'Rights and being in control'

2. 'Housing and Home'

3. 'Money'

4. 'Work and getting involved'

5. 'Learning and Growing'

6. 'Wellbeing and Safety'

7. 'Being heard and included'

People with LDs, their families and carers face many challenges as a result of reduced government spending and changes in policy, including changes to welfare support, the complexity of the benefits system, lack of appropriate activities, etc. The impact of Covid-19 emergency is likely to exacerbate such challenges further.

To address these concerns and represent the voice of people with LDs we focus on the following:

* Provision of specialist advocacy support for parents with learning disabilities, including through child in need and child protection issues, delivering in court support, etc., as well as facilitating peer support.
* Provision of specialist community advocacy and Care Act advocacy for adults with learning disabilities
* Consultation services to support and empower people with learning disabilities to have the power & control as decision makers to shape services and products that enable people with learning disabilities to be safe, independent, happy and well.
* Sports & recreation activities to help people with LDs have happier, healthier, and more connected lives.
* New project, funded though COVID-19 Emergency Fund – Digital Inclusion

# JOB DESCRIPTION

**JOB TITLE:** **Digital Trainer –** Supporting people adults with learning disabilities

**REPORTING TO: Senior Operations Manager**

# 

**Purpose of the Job**

We are currently seeking a talented and compassionate individual as a Digital Trainer. As our Digital Trainer you will be responsible for the delivery of focused digital skills training for people with learning disabilities in Islington and surrounding areas. People with learning disabilities and/or learning difficulties will require support to make the most of devices such as phones, iPads, laptops, etc. To build connections, keep in touch with family, friends, and support services, using online platforms such as Zoom, MS Teams, Skype. As well as support to learn how to access online services such as NHS/GP Services, Job Centre Plus, including online job searching, etc.

The post holder will be responsible for the delivery of training sessions, either in small groups or on 1-2-1 basis, in people’s homes or at a safe location, with the objective of increasing digital competency and confidence. From time to time the post holder will be also involved in the facilitation of sports and recreational activities in collaboration with the Sports Services Manager.

Our ideal candidate will be able to facilitate ‘remote delivery’ using a range of digital technologies and platforms and must be IT literate in using a range of Microsoft Office programmes to include 365 products and modern digital technologies, i.e. Microsoft Teams, Zoom and Skype. As well as to facilitate group activities.

**Key Responsibilities**

1. Meet project specific requirements and compliance measures by delivering high quality digital training to people with learning disabilities, both remotely and face to face.
2. Work collaboratively with operational teams to offer high impact digital training solutions to meet a range of service users’ needs (including, Skills Assessments; How-to deliver sessions; Making the most of, and other relevant activities).
3. Selecting appropriate facilitation methods or activities, design and develop interventions which meet the requirements of people with learning disabilities with different levels of need.
4. Accountable for meeting targets, which will include delivering an agreed number of sessions per week / month
5. Establishing and maintaining good contact with the parents, families, carers, and other people providing support to people with learning disabilities we support.
6. To build and maintain a positive and productive relationship with other projects within Elfrida and external partner organisations, encouraging referrals to the service.
7. Representing the service and the organisation at all relevant internal and external meetings.
8. To attend monthly supervision meetings and to participate in team and staff meetings as and when required
9. To work within and fully comply with the policies and procedures of the Elfrida Society
10. To keep up to date and attend necessary training to ensure understanding of relevant policies and procedures, legislation, standards, and requirements, including safeguarding, the Care Act, GDPR, confidentiality, etc.
11. At all times to maintain the professional integrity and reputation of the Charity and represent their main interests in any dealings with other bodies, groups, and individuals
12. To undertake any other duties, proportionate with the purpose and remit of the post and to participate in other events as requested by the line manager
13. Work in co-operation with the Advocacy Services Operations Managers and staff to ensure the needs of people with learning disabilities are central to project delivery.

**Equal Opportunities**

All Elfrida’s employees are expected to implement the organisation's equal opportunities policy in their day to day work by developing a range of practical strategies for encouraging all users of our services to feel welcomed, and that cultural and ethnic differences are valued.

**Accountability**

All workers are always expected to maintain a professional approach and to be generally accountable for their work and that of the charity.

**PERSON SPECIFICATION**

**Skills and Experience**

**Essential**

1. IT literate in using a range of Microsoft Office programmes to include 365 products and modern digital technologies, i.e. Microsoft Teams, Zoom and Skype.
2. Experience of delivering, developing and/or facilitating training programmes face to face and/or remotely using a number of digital technologies.
3. Track record of working to targets and deadlines.
4. Good working knowledge of issues that affect adults with learning disabilities or vulnerabilities
5. High level of listening, written and verbal communication skills
6. Ability to listen and communicate in a clear, simple, and constructive way with people with learning disabilities on an individual basis and in groups.
7. Ability to practice confidentiality within the required safeguarding guidelines, whilst fully recognizing and adhering to the rights of the learning-disabled person
8. Ability to translate people with learning disabilities’ priorities into learning plans and actions
9. Ability to empathise with people with learning disabilities, relate to their concerns and to inspire trust and confidence
10. Ability to work independently and manage own workload
11. Ability to present information, in accessible ways to make it more understandable to people with learning disabilities.

Desirable

1. Understanding of the needs of people with learning difficulties and the barriers they face
2. Award in Education and training or certificate in Education and Training
3. Full driving licence

**TERMS & CONDITIONS OF EMPLOYMENT**

**Contract type:** A fixed-term contract until 28th Feb 2021

**Salary:** £13.50 per hour

**Pension:** All eligible employees are automatically enrolled into our scheme. Contributions are in line with the governments’ minimum standard (currently 5% employees and 3% employers).

**Hours:** 21 hours per week **-** Normal working days are Monday to Friday, normal office hours 9:30 - 17:30 with up to one-hour unpaid lunch break. The nature of the role is such that some flexibility is allowed. Additional hours may be required from time to time, including some evening or weekend work.

**Annual leave:** Your holiday entitlement is the pro rata equivalent of 30 days. Your entitlement accrues at the rate of one hour’s paid holiday for every 8.285 hours worked.

**Based at:** The post holder will be primarily based at 34 Islington Park Street or working remotely. The post holder will be required to travel and work at any other locations, such as clients’ homes or at such other places as we shall direct.

All other terms and conditions are as listed in the Contract of Employment and Staff Handbook.



**APPLICATION FORM**

**Thank you for your interest in joining the Elfrida Society**

Please ensure you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence.

Please note that no applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

**Please send your completed application form along with the Equality and Diversity Monitoring Form to** [**elfrida@elfrida.com**](mailto:elfrida@elfrida.com) **or post your application to the attention of Dolly Galvis, The Elfrida Society, 34 Islington Park Street, London N1 1PX.**

If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time) please contact the Recruitment Manager Dolly Galvis on [dolly.galvis@elfrida.com](mailto:dolly.galvis@elfrida.com)

**Disclosure and Barring Service -** This post will be subject to an Enhanced DBS check

|  |  |
| --- | --- |
| **Position** | |
| Position applied for: |  |
| Preferred employment type (e.g. part time, full time): |  |
| **Personal Details** | |
| Surname: | First name(s): |
| Current Address: | Postcode: |
| Telephone number (home): | Telephone number (mobile): |
| Email address: | |
| Own Transport  **Yes/No** | How long has your licence been held? |
| Details: | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National (please circle)?  **YES / NO**  If no, please detail current immigration status and the relevant visa currently held (including Visa number): | National Insurance Number: |
| Are you are related to a member of staff or Service User at Elfrida, please circle only:  **YES / NO** |
| **Equality Act 2010** | |
| Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010)  Reasonable adjustments will be made available should you be invited to interview. According to the definition of disability do you consider yourself to have a disability?  **YES / NO / Prefer not to discuss** | |

**Education**

|  |  |
| --- | --- |
| **School/College/University** | **Examinations Passed, Qualifications Gained and year obtained**  (All qualifications will be subject to a satisfactory check). |
|  |  |

**Training Courses Attended or Completing**

|  |  |  |
| --- | --- | --- |
| **Subject**  (evidence of attending courses is required) | **Location/Details** | **Date** |
|  |  |  |

**Employment History**

Please record below the details of your full employment history beginning with your current or most recent first. Use a separate attached sheet if required; please sign the sheet(s).

|  |  |
| --- | --- |
| **Name and address of your most recent/last employer:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |

|  |  |
| --- | --- |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
| Please detail here any gaps in employment and state why: | |

**Supporting Statement**

|  |
| --- |
| Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities (maximum 800 words) |

**Referees**

You must provide references from your two most recent employers. Please provide a character reference if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

|  |
| --- |
| **Current or Most Recent Employer** |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Job title:** |
|  |
| **Second Reference** |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Job title:** |
| **In what capacity are you known to this referee?** |

**Safeguarding**

Ex-Offenders Declaration

Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest of confidence.

Rehabilitation of Offenders Act 1974

|  |
| --- |
| Elfrida aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. Elfrida undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.  Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  **YES NO** |
| Do you have any current UNSPENT police cautions, reprimands or final warnings in the United Kingdom or in any other country?  **YES NO** |

**Privacy**

|  |
| --- |
| Elfrida will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form you consent to Elfrida holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you)*.* When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information.  Please be assured your data will be securely stored by the Recruitment Manager and only used for the purposes of recruiting for this vacant post. You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Recruitment Manager or Data Protection Officer on 020 7354 6343. |

**Declaration**

|  |  |
| --- | --- |
| The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by Elfrida. Where applicable, I consent that Elfrida can seek clarification regarding professional registration details. | |
| Name: | Date: |
| Signature | |

****

**Equality and Diversity Monitoring Form**

Elfrida Society wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only relevant staff in the organisation’s Human Resources section.

**Thank you in advance for your time with this.**

**Gender**

Man  Woman  Non-binary  Prefer not to say 

If you prefer to use an alternative, please specify here:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you married or in a civil partnership?**

Yes  No  Prefer not to say 

**Age**

16-24  25-29  30-34  35-39  40-44  45-49 

50-54  55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish  Traveller  Prefer not to say 

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African 

White and Asian  Prefer not to say 

Any other mixed background, please write in:

**Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab  Prefer not to say 

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual 

Prefer not to say 

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say 

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

What is your flexible working arrangement?

None  Flexi-time  staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say 

If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Thank you for completing this form. Please read the information on the first page again as a reminder of what to do with this completed form.**

**Thank you**