**Application form**

Please complete this form and return by post to: Personnel, Law Centre NI, 3rd Floor, Middleton Building, 10-12 High Street, Belfast, BT1 2BA **or** by email to admin.belfast@lawcentreni.org **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 5pm on Monday 24th June 2019.**

Please print or type in black ink and answer ALL questions. Please note that CVs will not be accepted.

**All information provided shall be treated as strictly confidential**

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| **Generalist Advice Quality Auditor** (fixed term to March 2020, with possibility of extension) | **Ref: GAQA 14-19** |

1. **Post**
2. **Personal details**

Surnames: Address:

Forenames:

Email:

Telephone:

1. **Education: full-time and part-time**

**Dates: From/to Specify ‘school’, ‘college’, or Exams passed Subjects taken**

**(after age 16) ‘university’ (specify grades)**

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1. **Training [use a continuation sheet if necessary]**

**Course title Provider PT / FT Dates Outcome**

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1. **Employment**

Please give present or most recent employer and work backwards in time. Continue on a separate sheet if necessary.

**Present employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties and reason for leaving)**

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| **Present earnings including, where appropriate, salary scale** | |  |
| **Position on scale** | |  |

**Previous employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties and reason for leaving)**

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**6. General**

**Please state briefly what attracts you to the post.**

**7. Qualification / Experience / knowledge/ Skills / Aptitudes**

**YOU SHOULD COMPLETE THIS PART OF THE APPLICATION TO DEMONSTRATE YOU MEET THE RELEVANT CRITERIA. COMPLETE THIS PART OF THE FORM AS COMPREHENSIVELY AS POSSIBLE, SPECIFYING RELEVANT DATES IN EACH CASE. YOU MAY USE A CONTINUATION SHEET IF REQUIRED.**

**7(a) Essential Criteria**

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| **E1** Successful completion of Law Centre WRAP or ATP course (minimum).  **E2** At least two years’ experience of providing **generalist advice** in a voluntary/community advice service setting. – *\*generalist advice is defined through the NI Advice Quality Standard to include Appeals and Tribunals (may only be offered by larger providers), Benefits, Consumer, Debt (although complex money advice requires specific skills), Disability (basic only – more complex will usually be referred to specialists), Education, Employment, Health, Housing, Human Rights (basic), Immigration (at a basic level only – more complex work must meet legal guidelines*.  **E3** Experience of quality audit processes, eg NIAQS, CAB, PQASSO, ISO.  **E4** Understanding of the generalist advice sector in Northern Ireland. |

**7(a) Essential Criteria (contd.)**

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| **E5** Comprehensive experience using ICT systems including MS Office (Word, Outlook, Excel), and database applications eg, AdvicePro.  **E6** Good communication, both written and oral.  **E7** Ability to prioritise and to work effectively to agreed deadlines.  **E8** Self motivated with a passion for affecting positive change on behalf of vulnerable people. |

**7(a) Essential Criteria (Contd.)**

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| **E9** Ability to identify and maximise organisational development opportunities.  **E10** Good organisational skills and ability to be administratively self supporting.  **E11**Ability to work independently and as part of a team to achieve promoting knowledge sharing across an organisation, supporting its strategic objectives.  **E12** Commitment to aims of Law Centre NI. |

**7(a) Essential Criteria (Contd.)**

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| **E13** Commitment to on-going professional development.  **E14** Willingness to travel throughout Northern Ireland as required – see 8(a) below.  **E15** Current UK driving license with access to a car (note, this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs) – see 8(b) below.  **E16** Available for occasional out of hours work in accordance with the requirements of the post – see 8(c) below. |

**7(b) Desirable criteria**

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| **D1** Understanding of the role of the voluntary and community sector.  **D2** Experience of training and improvement processes.  **D3** Ability to identify law and policy issues for strategic development and opportunities to influence change. |

**8 (a) Are you prepared to travel if required? Yes No**

**8 (b)** **Do you have a current UK driving license with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)**

**Yes No**

**8 (c) Are you willing to work occasionally out of normal hours?**

**Yes No**

**9. Please tell us about any disabilities you may have in order for us to comply with the Disability Discrimination Act 1995. Please detail any request for reasonable adjustments in relation to the application process or interview arrangements.**

**The Law Centre does not discriminate on the grounds of disability.**

**10. Do you have permission to work in the UK? Yes No**

If no, please give details:

**11. Have you ever been convicted of a criminal offence? Yes No**

Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978

**If YES, please give details of offence/s:**

**12. When would you be available if offered this post?**

Date:

**13. Referees**

Names and addresses of **two** referees. One of your references should be from an employer / someone who is familiar with your work. A reference will only be sought from short-listed candidates.

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| **Name [Employer]**:  **Position:**  **Address:**  **Telephone:** | **Name [Other]**:  **Position:**  **Address:**  **Telephone:** | |
| **If you do not want us to contact your employment referee prior to interview, indicate by inserting a ‘X’ in the box** | |  |

**14. Signature**

Signed:

Date:

Law Centre NI is committed to the protection and safeguarding of all personal data in accordance with General Data Protection Regulation. The information obtained from this form will be held for the purposes of assessing your suitability for the post. Your data will not be shared with any third parties.

For more information on how we process your data please refer to the privacy notice on www.lawcentreni.org. If you are happy for us to retain this data please indicate below.

☐ I confirm that I have read the privacy notice and consent to Law Centre NI holding and processing my personal data for the purposes indicated.

*Please ensure you check your final application before submitting.*

***Please make sure you fill in the employee monitoring questionnaire.***