#  Regional Adviser – Central England

1. Instructions

Please note the successful candidate will be expected to live within one of the following: West Midlands (Defined as the 7 Metropolitan boroughs of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, and Wolverhampton), Warwickshire, Oxfordshire, Berkshire, Buckinghamshire, Hertfordshire, Bedfordshire, Northamptonshire, Leicestershire or Rutland counties. Applications from those residing outside of this area will not be considered.

**Here is the link to the online** [**Application Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=shwjVywR4USMs2QDe5zYk_dOL10DpHBJqlCr0ahTuqBUQlVGNk9SSlJGWUZHSlo5V0xLOU1DRUVSOC4u) **which must be completed by 10am on Tuesday 15th July. Applications in other formats will not be considered.**

The online application form asks for details of how your skills and experience meet the criteria for this post. The template below is provided should you wish to prepare your answers in advance, which you can then copy and paste into the online application form.

(Please download and save this document before using it.)

1. Application Questions Template

## Person specification

**Essential:**

* At least two years’ experience of supporting volunteers in an employed capacity. Describe your employment in supporting volunteers, providing employers names and your key responsibilities
* Provide examples of where you have used your excellent verbal communications skills, including demonstrable ability to communicate complex and nuanced issues
* Describe your competence in operating Microsoft Office programmes efficiently, plus willingness to learn new IT skills when necessary
* Describe your experience of running meetings and delivering presentations
* Explain your capacity to work flexibly during the week, at least to respond to email regularly
* Describe how you have demonstrated excellent attention to detail and a good level of written English, providing examples from previous employment
* Give examples from your previous roles of your commitment to working collaboratively with colleagues and volunteers, describing how you ensured regular and effective communication to achieve the aims of the role
* Provide examples of how you have used your excellent interpersonal skills and ability to empathise in previous roles
* Provide examples of how you have used your ability to work decisively on your own initiative and as part of a team in previous roles
* Provide examples of how you have demonstrated your respect for, and commitment to, Equality Diversity Inclusion and Belonging in your previous roles
* Provide examples of when you have had to show resilience, patience and an ability to work cheerfully and "pitch in" when working under pressure
* Confirm your willingness to travel by public transport as necessary – Yes/No
* Confirm that you have access to a car for visits when public transport is not a viable option. Yes/No
* Confirm you have the right to work in the UK – Yes/No
* Where candidates have a disability as defined by the Equality Act 2010 and can show that they meet the ‘essential criteria’ described in the person specification, they are guaranteed an interview through our Disability Confident scheme. Do you wish to be considered under this scheme? – Yes/No

Desirable:

* Experience of supporting groups of volunteers
* Experience of delivering training
* Experience of working in the field of adult literacy
* Experience of working remotely as part of a national organisation