 Access Employment Limited

 **Helping you - Helping us – Helping others**

 32-34 Pound Street, Larne Co Antrim BT40 1SQ

 Tel: (028) 2827 4992 Email: Jackie@accessemployment.co.uk

# APPLICATION FORM

5800

IN CONFIDENCE / PLEASE COMPLETE IN **BLACK** INK APPLICANT REF NO:

**Please return completed application form along with any supporting documentation, by 4.00pm on Tuesday 21st June 2022 to Jackie Reid Head of Business. AEL, 32-34 Pound Street, Larne, Co Antrim, BT40 1SQ**

POSITION: Giftware Team Leader

LOCATION: Larne

CLOSING DATE: 24/06/22

## Please Note

It is in your own interest to answer all the

Questions as completely as you can.

CV’s will not be accepted.

All information you provide on this form will

Be treated in the strictest confidence.

No reference will be taken up without prior

Notification.

**-Canvassing Will Disqualify-**

|  |  |
| --- | --- |
| **Mr./Miss/Mrs/Ms/Other.** **Surname:** | **First or Given Names:** |
| Home Address | Date of Birth: |  |
|  |  |
| County | Postcode | Home Telephone No: |
| Address of Correspondence (if different) | Daytime Telephone No: |
|  | Do you Hold a Clean Current Driving Licence? |
| County | Do you Have Your Own Car? |
| Postcode |  |
| Email Address:  |  |

### Character Enquiry

Because of the nature of the work for which you are applying, the post is included within the provisions of the Rehabilitation of Offenders (NI) Order 1979.

IT IS NECESSARY THEREFORE TO ASk THE QUESTION:

Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)?’ YES NO

IF YES, PLEASE GIVE DETAILS:

Access NI Checks. If your application is successful and you are offered employment with us, you will be asked to consent to and complete an Enhanced Disclosure check by Access NI. This is to ensure we safeguard the young people & adults we work with.

Education

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECT PASSED | LEVELATTAINED | GRADE | YEAR |
|  |  |  |  |

Further Education

|  |
| --- |
| College or University Attended: |
| SUBJECT PASSED | LEVELATTAINED | GRADE | YEAR |
|  |  |  |  |

Professional Qualifications

|  |  |  |
| --- | --- | --- |
| Professional Body | Examinations Taken Date/Results | ExaminationsPending |
|  |  |  |

Employment History

PRESENT POST

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Present Employer | Date Appointed | Present Salary £ | Period of Notice: |
| Department (including Location)Of Post | Job Title |

|  |
| --- |
| List below the principal duties of your present post, giving details of grades and numbers for whom you are responsible and any promotion awarded. (Continue on blank page if necessary) |
| State briefly your reasons for wishing to leave |

Experience

Please list your previous employment beginning with the most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name and Address of Employer | Grade/Position | Details of Main Duties and Grades/Numbers responsible for | Reason for Leaving |
|  |  |  |  |  |
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| Please state how your experience to date is relevant to this application: |

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| Please describe any other activities which may be of interest in relation to this application (eg: courses attended, interests, voluntary activities, work with people with a mental health problem, etc) |

Referees

|  |
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| Please give the name, address and position of two persons from whom we may obtain a reference. The persons should not be relatives, but may be connected with your school, university or employment. |
| 1.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Declaration

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| To the best of my knowledge, the information I have given in this personal record is true and correct. I understand that if found to have knowingly given false information or to have suppressed any material facts, I shall be liable to disqualification, or if appointed, dismissal.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Access Employment Limited is an equal opportunities employer. All Applicants for employment are requested to supply information on the separate monitoring form enclosed. This information is required for monitoring purposes only and will be treated in confidence. Selection for employment will be on merit i.e. the best person for the job. |

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| Please state where you learned of this post. If advertisement, say which newspaper: |

Fair Employment Monitoring Questionnaire

**Ref No: 5800 \_ Private & Confidential**

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Roman Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman Catholic communities: |  |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |
| --- | --- | --- |
| Male: |  |  |
|  |  |  |
| Female: |  |  |

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**JOB DESCRIPTION**

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| --- | --- |
| **Job Title**  | **Giftware Team Leader** |
| **Reporting to** | Head of Business |
| **Responsible for**  | Personalised Giftware Production and Sales |
| **Location of Work** | Larne |
| **Salary Range** | £19,574 - £22,011 per annum (pro rata) |
| **Contract Type** | Permanent |
| **Hours of Work** | 37.5 hours per week |
| **Holidays**  | 30 days per annum (including statuary)  |
| **Pension** | 4%  |

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| **Overall purpose of the job:** |
| Access Employment Limited, AEL, was established in 1999 and was the first Social Firm in Northern Ireland. It is a Registered Charity and a Company Limited by Guarantee. AEL provides people with a learning disability or physical, sensory or other impairment, mental ill health or who are vulnerable due to social or economic circumstances with training and employment opportunities, enhancing their lifestyle, and thus enabling them to reach their full potential. AEL’s aim is to develop sustainable businesses in which we can provide disadvantaged people with the skills, experience and confidence to find employment within the open labour market. The human well-being resource aspect of the organisation lies at the heart of AEL’s existence and it provides a critical service for the people and communities of Larne and the surrounding areas.We have an exciting opportunity to join our friendly team at AEL as we are seeking a Giftware Team Leader to work in our personalised gifts and merchandise section. The successful candidate will be responsible for working on a laser engraving machine, stock control, sourcing new products, sales calls, managing a new website, ensuring it is up to date with products and fulfilling online orders. (Training on Laser engraver will be provided)You will be a self-motivated, enthusiastic individual with excellent IT skills, with a good understanding of web design, SEO and google analytics. Excellent organisational and time management skills are needed and you must be able to work on own initiative but be an outcome driven individual with a strong orientation towards team collaboration. Impeccable attention to detail is essential. |

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| **Responsibilities and Duties** |
| * To oversee the day to day activities of AEL’s business activities on our personalised giftware & merchandise section.
* To ensure customer deadlines are achieved.
* To ensure that adequate stock is in place to meet customer demands.
* To maximise online sales from a new website through promotional activity on social channels etc.
* Analysing competitor activity to ensure we are providing value for money and current trends.
* Sourcing new products to help increase sales for the charity.
* To be responsible for all aspects of maintaining the ISO9001 accreditation.
* To ensure supervision of trainees and volunteers when required.
* To ensure our customers receive a 5-star service at all times whilst maintaining high quality control standards.
* To ensure machinery, tools, electrical fittings and equipment are maintained regularly and fit for purpose to enable smooth running of the project
* To ensure that the production area and office spaces are well maintained at all times conductive to a safe and productive work environment.

**GENERAL*** Maintain a good standard of working practice, setting example to others and maintaining good working relations with the senior management team, staff, trainees, suppliers, customers, partners and stakeholders.
* Represent the ethos and values of AEL to the outside world, acting as a role model and mentor to other staff, volunteers, trainees and clients.
* Comply with and promote all AEL’s policies and procedures.
* Uphold confidentiality at all times regarding AEL’s trainees and business activities.
* Undertake any other relevant duties commensurate with the role and responsibilities of the post as required,
 |

**Personal Specification**

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| **Essential Criteria**  |
| * Excellent IT skills to include an understanding of web design, Search Engine Optimisation (SEO) Social Media and Google analytics.
* Excellent knowledge of Microsoft Office packages to include Excel and Word are also essential.
* Excellent communication skills both written and oral
* Good organisational and time management skills are needed to work to agreed deadlines
* Ability to work on own initiative, but with a strong orientation towards team collaboration
 |
| **Desirable Criteria** |
| * Knowledge and experience of working with individuals with learning disability and the barriers they face
* Experience of working within a social firm
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