

Applying for the role of Falls Awareness Training Worker

We need an enthusiastic, hard-working new worker to be part of a small team delivering our new Falls Awareness Training to help reduce the risk of older people falling.

To help you decide if that could be you we have provided the following information:

- **Job description.** We have provided a job description/ person specification. This document lists the duties involved in the role and the skills and knowledge you will need to fulfil the role.
- **Training.** We can offer training but you would need to have the majority of the experience, qualities and skills we are looking for.
- **Person Specification.** We value our people and the qualities they bring to our organisation. How you do what you do is as important as getting it done. Qualities and experience can be developed through all kinds of life experiences.
- **About us.** For information about our charity and what we do you can look at our website on: www.ageukderbyandderbyshire.org.uk
- This post involves access to a variety of workspaces. You are welcome to contact us for an informal chat or visit to consider any access issues you may have.

If you want to apply please consider these tips:

1. Read through *all* the job information carefully. And then read it again!
2. Note the deadline for applications and the interview date if set.
3. If you feel you have the skills and knowledge we need then apply using *our* application form. A CV is not acceptable and will not be considered.
4. If you want to check anything about the job please call 01773 766922.
5. Make sure you show *how* you have the skills and qualities we need. Just telling us you are good at something is not enough – give us an example from your work, volunteering or personal life to demonstrate.
6. Complete *all* the sections and complete them fully – explain gaps in work, give referees details etc.
7. Submit your application by post or email in good time, applications received after the deadline will not be considered.

We look forward to receiving applications from candidates who feel their life, work, volunteering, educational or personal experience will help them meet our requirements. Our staff and volunteers are a varied team and we value skills developed in a range of ways.

Selection stages:

- ☞ Application forms are checked against basic criteria: they should be legible, complete and provide a suitable level of information. Incomplete applications or CV's are rejected.
- ☞ Applications are shortlisted against the person specification and the main duties of the post. All members of the interview panel shortlist and agree candidates for interview noting issues for clarification. Due to administrative costs we do not usually inform unsuccessful candidates.
- ☞ Interview: candidates may complete a test or tests of their technical skills relevant to the role; and all complete a 30-45 minute interview with a small panel of staff and where relevant service users using questions against a scoring schedule set by the interview panel.
- ☞ All interviewed candidates are graded and the panel agree their preferred candidate.
- ☞ Job offers are conditional upon receipt of two satisfactory references.

Good luck.