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| Groundwork Application Form  Please complete this Application Form in black ink or word processing. |  |

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| **JOB TITLE** | **GREEN DOCTOR - COMMUNITY COACH** |
| **RESPONSIBLE TO** | DELIVERY MANAGER – COMMUNITIES |
| **SALARY SCALE** | £25-£28k full time equivalent |
| **HOURS OF WORK** | FULL TIME, flexible working considered. |
| **PLACE OF WORK** | Home and Outreach – working within specific local communities and otherwise home based.  Roles available across the following geographies:   * Bassetlaw within Nottinghamshire * Leicester and Leicestershire * Derby and Derbyshire   with some travel in our other areas and occasional attendance at Nottingham office base (monthly meetings). |
| This role profile is non contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of Groundwork Five Counties and the requirements of the job | |
| **KEY PURPOSE OF THE ROLE** | |
| 1. To engage with vulnerable members of the community to support them in reducing their energy bills, maximising income and supporting with wellbeing. 2. Where appropriate, encouraging participants to volunteer and connect with their communities and nature, through outdoor activities, to improve wellbeing and inclusion. | |
| **KEY RESPONSIBILITIES;** | |
| * To deliver individual and group coaching sessions for people in community venues using a range of coaching models. * To coach participants within their homes, in reducing their energy bills and advising on behavioural changes, heating solutions and income maximisation setting goals and reviewing achievements. * Promote and support participants into meaningful volunteering opportunities. * Work closely with other organisations to reach participants and set up referral pathways. * Modelling positive behaviours and working with participants to motivate and embrace change and become more active physically and socially. * To promote GWFC through social media and local media * To provide ideas and feedback to further the success of the organisation. * To record data and monitoring requirements in a timely manner. * To attend regular review sessions and team meetings | |
| **PEOPLE MANAGEMENT RESPONSIBILITIES** | |
| **EXTERNAL** | |
| Beneficiaries and other local community providers | |
| **INTERNAL** | |
| None | |

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| Last name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone: |
| Work telephone: |
| Email: |
| Position applied for? | How did you find out about this post?  (Newspaper advert, internet, internally, word of mouth etc) |
| **ID No: (For office use only)** |

EDUCATION HISTORY

Please list a brief educational background. (Max 750 Characters, across both columns)

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| Name and place of Educational Facility | Qualification Gained |
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Please give details of any courses, training or qualifications that you feel are relevant to this post. (Max 750 Characters, across both columns)

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| Name and place of course / training | Qualification Gained |
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EMPLOYMENT HISTORY

Please give details of your relevant employment history starting with your present or most recent employer and work backwards in chronological order.

(Max 8000 Characters, across all columns)

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| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date From  DD/MM/YYYY | Date To DD/MM/YYYY |
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CONTINUATION – EMPLOYMENT HISTORY

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| --- | --- | --- | --- |
| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date From  DD/MM/YYYY | Date To DD/MM/YYYY |
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ADDITIONAL INFORMATION

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| **BEHAVIOURS FRAMEWORK -**  Please see the behaviours framework attached to the role profile. The framework will be used to assess suitability for role at interview as well as the skills, knowledge and experience needed. |
| **SKILLS PROFILE**  Please describe why you feel you are suited to the position by providing examples of your experience and skills within each of the skills sections below. (e.g. personal attributes, relevant experience, skills and knowledge. Only use the space allowed below. Any more than this will be disregarded. **Please use bullet points and no more than 100 words per section. Example provided in highlighted section below.** DO NOT ATTACH YOUR CV. |

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| **Essential SKILLS** |  |
| Example  To be able to keep calm under pressure, managing multiple demands at one time | EXAMPLE   * Provided support to a large team of Work Coaches on 3 sites. Balanced request for advice, caseload reviews, training sessions, managing external partnerships and producing reports successfully. * Worked as a self-employed English teacher with responsibility for finding my work, billing, preparing accounts, in addition to preparing and delivering creative classes. * Provided support to 12 Coaching staff, working for three organisations throughout Derbyshire whilst maintaining databases and producing reports. Ensured queries answered, caseloads checked, and reports produced on time. |
| Possess excellent holistic coaching support skills for people in 1:1 and/or group settings. Including a process of plan, do review, provide constructive feedback and the ability to positively transform negative behaviour |  |
| Possess high levels of emotional intelligence when responding to the diverse needs of our beneficiaries. |  |
| Possess high level communication, interpersonal and presentational skills to benefit beneficiary relationships and teamwork. |  |
| To be able to operate independently. To plan time and engagement appropriately to reach targets for quality and quantity. |  |
| Effective communication skills, in both verbal and written – always leaving a positive and proactive impression. |  |
| The ability to cultivate partnerships with relevant stakeholders connected to our product range to reach more beneficiaries. |  |
| The ability to provide timely reporting on the delivery and impact of your sessions |  |
| Good IT skills to use all Microsoft packages and be able to pick up new IT skills at pace |  |
| Ability to drive and permanent access to vehicle. |  |
| A track record in meeting challenging targets. |  |
| **Essential Knowledge** |  |
| Ability to Work towards or possess technical knowledge for a coach to deliver a range of our products. |  |
| Possess a level 3 energy awareness qualification or be willing to work towards this |  |
| **EXPERIENCE/EXPERTISE** |  |
| A proven track record in delivering meaningful learning activities, training, and support within a local community setting. |  |
| Possess or willing to work towards an award in education and training |  |

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| Please give details of any voluntary organisation, committee, council or professional bodies with which you are involved or a member of: (Max 3500 Characters) |

**ENTITLEMENT TO WORK IN THE UK**

To comply with the Immigration, Asylum & Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document if you are successful in your application. Do not send anything now.

Do you require a work permit to take up employment in the UK?

**Yes** or **No**  (Please delete as appropriate)

If so, do you have such a permit? **Yes** or  **No** (Please delete as appropriate)

If so please give the expiry date:

**REFERENCES**

Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee should be your present or most recent employer. References will only be taken up once the interviewing process has taken place.

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| 1. Your present or most recent  employer: | 2. Other referee: |
| Name: | Name: |
| Job title: | Job title: |
| Address: | Address: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

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| Under the General Data Protection Regulations 2018, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data i.e. gender, race, age. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.  By signing this form you are giving consent to Groundwork to use this data in the way described above.  *I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).*.  Signed……………………………………….…… Date ………….……………. |