

“Creating sustainability by imbuing independence and strength into organisations;

supporting services to be more effective and efficient”

**Pre-interview questionnaire**

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| --- |
| **We positively encourage applications from LGBTQ+ applicants & LGBTQ+ with disabilities**  |
| Do you consider yourself to have any of the following? | [ ]  Yes [ ]  No |
| If **Yes,** please tick one or more of the following boxes: |
| **Disability, Learning Disability/Difficulty or Autism** |
| Visual Impairment | [ ]  | Asperger’s Syndrome | [ ]  |
| Hearing Impairment | [ ]  | Temporary disability after illness or accident | [ ]  |
| Disability affecting Mobility | [ ]  | Speech, Language and Communication Needs | [ ]  |
| Profound Complex Disabilities | [ ]  | Other Physical disability | [ ]  |
| Social and Emotional Difficulties | [ ]  | Other specific learning difficulty (e.g. Dyspraxia) | [ ]  |
| Mental Health Difficulty | [ ]  | Other medical condition (e.g. epilepsy, asthma, diabetes | [ ]  |
| Moderate Learning Disability | [ ]  | Other Learning Difficulty | [ ]  |
| Severe Learning Disability | [ ]  | Other Disability  | [x]  |
| Dyslexia | [ ]  | Prefer not to say | [ ]  |
| Dyscalculia | [ ]  | Not provided | [ ]  |
| Autism Spectrum Conditions | [ ]  |

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| --- | --- |
| Do you have an Education, Health and Care Plan? | [ ]  Yes [ ]  No |
| Do you have a Learning Disability/Difficulty Assessment? LLDD | [ ]  Yes [ ]  No |
| Do you consider yourself to require any support? | [ ]  Yes [ ]  No |
| If **Yes,** what support do you require? |
|  |

Your Name: ……………………………………………………………………………………….

Address:

……………………………………………………………………………………….

……………………………………………………………………………………….

Telephone:

 ……………………………………………………………………………………….

Email address:

 ……………………………………………………………………………………….

Position Applied for: LGBTQ+ Outreach

Date:

Email: Admin@il-org.uk Office: 01923 231660 Website: [www.il-org.uk](http://www.il-org.uk)

**Registered Office Address:**

The Old Free School, George Street, Watford, Hertfordshire WD18 0BX

Registered Charity No. 1203136

**Essential Criteria**

|  |  |
| --- | --- |
| 1. **Qualifications & Experience**
 | - Proven experience working in community outreach, support work, or advocacy, especially within the LGBTQ+ sector.- Demonstrated ability to work with vulnerable and diverse individuals including those who are neurodivergent, disabled, economically inactive, or from global majority communities.- Experience with safeguarding protocols and working under safeguarding policies.- Competency in recording and reporting through databases, CRM systems, or similar digital tracking platforms. |
| 1. **Knowledge**
 | - Strong understanding of issues affecting LGBTQ+ individuals, including intersectional experiences (e.g., BAME LGBTQ+ individuals, older LGBTQ+ people, disabled or neurodiverse LGBTQ+ people).- Knowledge of the local geography and communities in Hertfordshire and nearby areas.- Awareness of confidentiality, GDPR, and safe working practices. |
| 1. **Skills**
 | - Excellent verbal and written English communication skills.- Ability to build trust and develop relationships with individuals from diverse backgrounds.- Strong organisational and time management skills.- Ability to work independently with minimal supervision.- Competent in using email, social media, and digital platforms to engage communities.- Strong interpersonal skills with the ability to guide conversation and build networks. |
| 1. **Availability**
 | - Availability to work one full week of evenings (7–9pm, Mon–Fri) and some Saturdays on a rotating basis. |
| 1. **Mobility**
 | - **Must be a car owner and driver** with a full UK driving licence.- Ability to travel across Hertfordshire and surrounding areas for outreach, events, and meetings. |
| 1. **Attitude & Approach**
 | - Commitment to promoting equality, diversity, and inclusion.- Empathetic, non-judgmental, and professional manner when working with service users.- Willingness to work flexibly and adapt to the changing needs of service users and the organisation. |
| **Other** | - Willingness to attend regular training, team meetings, and contribute to monitoring reports.- Willingness to represent the organisation professionally at community and partner events.- Commitment to upholding the values of Impactful Lives and Impactful Governance. |

**Desirable Criteria**

| **Category** | **Specification** |
| --- | --- |
| 1. **Qualifications & Experience**
 | - Formal training in social work, youth work, mental health, or a related field.- Lived experience as an LGBTQ+ individual or direct experience supporting LGBTQ+ people.- Experience working with community-based or charitable organisations.- Prior experience contributing to impact reports or case studies. |
| 1. **Knowledge**
 | - Familiarity with Third Party Hate Crime Reporting processes.- Understanding of the social, financial, and mental health barriers affecting LGBTQ+ individuals.- Knowledge of inclusive practices and trauma-informed approaches. |
| 1. **Skills**
 | - Ability to facilitate support groups or workshops.- Social media promotion and community engagement online.- Basic risk assessment and safeguarding report writing skills. |
| 1. **Other**
 | - Familiarity with travel reimbursement systems and environmental travel alternatives.- Understanding of working within a small team and contributing to cross-organisational collaboration.- Experience supporting LGBTQ+ youth under 16 in a supervised setting. |

**Personal Attributes**

The successful candidate will be:

* Passionate about improving the lives and wellbeing of LGBTQ+ individuals.
* Highly motivated, compassionate, and proactive.
* A respectful and active listener.
* Open to feedback and reflective practice.

Use this space for a narrative to explain how you show these personal attributes:

Email: manager@il-org.uk Office: 01923 231660 Website: [www.il-org.uk](http://www.il-org.uk)

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Registered Charity No. 1203136

**Evidence of how you meet the Person Specification:**

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| Essential Criteria |
| 1. |
| 2. |
| 3. |
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| 6. |

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| Desirable Criteria |
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| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

Your Name: Date:

Position applied for: LGBTQ+ Outreach Worker

Please email your application to manager@il-org.uk by 26th September 2025