**Wanted!**

**Co-evaluators for North Wales Together**

Barod needs 3 co-evaluators with learning disabilities to work with us in:

* Wrexham and Flintshire and/or
* Conwy and Denbighshire and/or
* Gwynedd and Anglesey

Applicants can apply to work with us in one, two or all three of the areas.

**At least one of the people joining the team must be happy working in Welsh.**

**Please get your application to us by 5pm on Monday 18th November.**

**What does a Co-Evaluator do?**

The co-evaluators have two roles:

* being part of the team that plans the work and writes reports about the work
* going out in pairs to meet and talk with people. Each pair will always have an experienced co-evaluator who can drive, and a co-evaluator with learning disabilities.

**Will I be paid?**

You will be paid the Real Living Wage, the same as the other people in the team.

If you need to travel, we will pay for that.

If you need to buy food or drink when you are out working, we will pay for that.

**Will I get the support I need?**

We expect people to need support.

If you are chosen, we will ask you what support you need.

We will make sure you get the support you need.

**How much time will it take?**

Planning the work and writing reports:

* 1 team day in late November or early December 2019
* 1 team day in April 2020
* 1 team day in November 2020

Team days are from 10am to 4pm.

You may have to travel for up to 2 hours to get to the team day.

So it may be a long day.

Going out to meet and talk with people:

* 8-12 hours a month in April 2020, May 2020 and June 2020
* 8-12 hours a month in September 2020 and October 2020

**If you apply, please get a benefits check to see how working and earning money may affect your benefits.**

**If this sounds like the job for you, please read on.**

**How to apply**

Please read the forms or ask someone to read the forms to you.

Please tick your answers.

If you fill this in on paper, please take a photo of each page and email us the photo.

If you fill this in on a computer, please save the file and email it to us.

Please send your application to us at [**info@barod.org**](mailto:info@barod.org)

**If you do not have an email account, you can text 07800755076 and ask someone to phone you so you can fill the forms in over the phone.**

Remember, you can ask someone to help you fill in the form.

At the end of the form, you must tick to say if you had help or did it by yourself.

We are very happy for people to get help. It will not count against you.

**Application form**

|  |  |
| --- | --- |
| **My Name** |  |
| **My Address** |  |
| **My phone number** |  |
| **My email** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **The duties**  This list tells you what co-evaluators will do.  **We do not expect anyone to do all these things without support.**  Please **tick** to tell us if you can do it by yourself, with support, or need training.  Leave a tick box empty if you do not think you can do it or learn to do it. | | | |
| Main duties | By myself | With support | I need training |
| * Work with the team to come up with good ways to find the information the team needs. |  |  |  |
| * Use email, text or Messenger to stay in touch with the team. |  |  |  |
| * Ask people questions and talk to them about their answers. |  |  |  |
| * Lead a discussion in a small group of 4-6 people. |  |  |  |
| * Look at everything people tell us. Work with the team to find the most important information. |  |  |  |
| * Work with the team to make PowerPoint presentations. |  |  |  |
| * Do presentations to large audiences. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills**  This list says what skills we want someone to have.  Please **tick** to tell us if you can do it by yourself, with support, or need training.  Leave a tick box empty if you do not think you can do it or learn to do it. | | | |
| I can: | By myself | With support | I need training |
| * Read and write clearly. You do not need good spelling |  |  |  |
| * Send texts |  |  |  |
| * Use the phone |  |  |  |
| * Use Word on the computer |  |  |  |
| * Use the internet |  |  |  |
| * Travel by myself |  |  |  |
| * Tell the time |  |  |  |
| * Help write reports and presentations |  |  |  |
| * Work in Welsh |  |  |  |

|  |  |
| --- | --- |
|  | Please tick one box |
| I completed this form on my own |  |
| I completed this form with support |  |

Please **sign** in the box below

|  |
| --- |
| I want to apply for the job of co-evaluator |

**Please get your application to us by 5pm on Monday 18th November.**

**What happens next?**

We will email you on Tuesday 19th November to say if we want to interview you.

If we want to interview you, we will arrange a time on Wednesday 20th November or Thursday 21st November to interview you over the phone.

You can have someone with you to help you do the interview.

We will record the phone call.

In the interview, we will ask you:

* Why do you want this job?
* What experience do you have that makes you a good person for this job?

Then we will ask for the name and phone number of someone who can give a reference for you.

Before you give us their name and phone number, please check they are happy for us to phone them to ask about you.

We will ask them 6 questions about you:

* Are they honest and reliable?
* Are they good at being on time?
* Can they keep things confidential?
* Do they like learning new things?
* Will they ask for help if they need it?
* Are they good at working in a team?

On Friday 22nd November, we will phone everyone to tell them if we can offer them a job.