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| **Have you restored or up-cycled Furniture?****We are currently recruiting a Tutor / Course Co-Ordinator for our restoration course.**9 Lives Furniture, Rickmansworth, is a lively, small friendly charity which collects and recycles household goods and provides work experience and training for people with learning disabilities or recovering from mental ill health.**We require a Course Co-Ordinator/Tutor with experience of furniture up-cycling or restoration.****You will also need an ability to relate to students with specific individual needs.**Applicants are welcome from all sections of the community. Please ring: 01923 718666 or email: marie@9livesfurniture.org.uk with any queries or to apply. |
| **Job Description** | **Tutor / Course Co-ordinator** |
| **Hours** | Part time 8 hours per week |
| **Responsible to** | The Managing Director in the first instance but ultimately to the Management Committee. |
| Main purpose of job To organise, deliver and assess training to students who need additional support.  |
| Specific Tasks1. Offer tutoring and support in proportion with the students’ needs.
2. Promote and publicise the training and work experience placements provided by

9 Lives.1. Recruit, assess and support students to reach their full potential.
2. Liaise with other training providers to ensure progression opportunities for students and volunteers.
3. Work efficiently and effectively in line with 9 Lives guidelines and requirements.
4. Ensure that Nine Lives training meets all funders requirements.
5. Maintain awareness of development opportunities for the students and update your skills by attending training and personal development courses.
6. Undertake administrative procedures and data collection relevant to the above duties and keep appropriate documentation updated. To maintain records of students attending courses and their achievements.
7. To carry out any other duties deemed necessary within the framework of the post, as directed by the scheme Managing Director.
8. To comply with Policies and Procedures set out in the Operating Procedure Handbook and all policies including equal opportunities, health & safety, confidentiality, data protection and volunteers’ policy of 9 Lives Furniture.
9. To attend relevant meetings as required.
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Any other duties, consistent with furthering the aims and objectives of 9 Lives Furniture scheme.

This job description is subject to amendments by the Managing Director and the Management Committee in the light of changes in the scheme’s work, priorities or requirements.



**Person specification**

**Furniture restoration Tutor / Course Co-ordinator**

Essential

1. Ability to relate to students who have specific needs such as learning disabilities, physical or mental ill health.
2. Experience of furniture restoration / woodworking.
3. Experience of teaching or assessment
4. Able to work in a small team and to be self-motivated.
5. Enhanced DBS to be completed.
6. Good Organisation skills.
7. Good Communication skills.

Desirable

Previous experience of training/tutoring people recovering from Mental ill health, a learning disability or suffering from other disadvantage.

Relevant teaching qualification

Experience of pre-vocational qualification at basic level

To apply please complete the following application form and questionnaire and return to Marie Frost at marie@9livesfurniture.org.uk or by post to 9 Lives Furniture, 25 Wharf Lane, Rickmansworth, Hertfordshire WD3 1HA.

Please ring: 01923 718666 or email: marie@9livesfurniture.org.uk with any queries.



**APPLICATION FORM**

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

#### POSITION APPLIED FOR

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile) |
| Dr/Mr/Mrs/Ms: |  |
| Address: |  |
| Postcode: |  |

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| Do you have the right to work in the UK?Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | Yes | No |
| Do you have a clean, current driving licence? | Yes  | No  |

1. EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of School(i.e. Grammar/ Secondary) | Examinations taken and Qualifications Gained(Specify Grades)  |

1. FURTHER/ HIGHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of Institution(state if Full – or- Part Time) | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained) |

1. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute/ Organisation | Grade Of Membership (Where appropriate) |

1. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer) please use separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer and Nature of Business: | From: To: | Job Title:Job Function/ Responsibilities: | Reason for Leaving |
|  |  |  |  |

1. TRAINING

|  |
| --- |
| Details of training courses attended and awards achieved, including dates, if appropriate |

1. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position / use separate sheet if necessary

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1. DISABILITY DISCRIMINATION ACT 1995

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| Section 1 of this Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.Using this definition, would you consider yourself to be disabled? Yes No *(please tick as appropriate)*If yes, do you require any special arrangements to be made to assist you is called for interview?Please provide details: |

1. REFEREES

Please give the details of two work related referee’s, one must be your current or most recent post. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:Telephone No.: | Address:Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |

1. VERIFICATION OF INFORMATION

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| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.Signature: Date: |

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| 9 Lives FurnitureFurniture Restoration Tutor Application Questionnaire |  |
| Name |  |

Please circle below your level of experience in each of the following areas and give details of your experience in the box below each question.

1. **Stripping, sanding, staining, waxing and finishing wooden furniture (tables, chairs etc)**

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| --- | --- | --- | --- |
| No Experience | Some Experience | Significant Experience | Have Taught Others |

Details of Experience

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1. **Repairing wooden furniture – replacing handles, strengthening arms and legs, refixing doors**

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| --- | --- | --- | --- |
| No Experience | Some Experience | Significant Experience | Have Taught Others |

Details of Experience

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| --- |
|  |

1. **Making new wooden items – small items such as bird tables, picture frames, small tables etc**

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| --- | --- | --- | --- |
| No Experience | Some Experience | Significant Experience | Have Taught Others |

Details of Experience

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1. **Furniture painting – experience of painting furniture and types of paint finishes**

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| --- | --- | --- | --- |
| No Experience | Some Experience | Significant Experience | Have Taught Others |

Details of Experience

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