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| **St. Anne's Community Centre Co-ordinator Post**Interview Questions and Scoring | **Comments** | **Score** |
| 1. **What is it about this post that interests you?**(What are we looking for in an answer, that meets the Person Specification?) * enthusiasm
* initiative
* understanding of the purpose of the post
* understanding of community development
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| 2. **Think about a church or community group that you have****belonged to or worked with - How have you helped to** **organise and co-ordinate their activities?**We’re looking for:* experience of running groups/activities
* organisational skills eg bookings etc
* multi tasking
* planning of daily tasks
* IT skills
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| 3. **How would you promote the Centre to groups and****individuals in order to strengthen links with the community?**We ‘re looking for: * confident communicator with ideas
* person to person contact
* utilising church members/volunteers/networks
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| 4. **The success of the Centre will depend on the goodwill** **of volunteers. Can you give us an example of how you** **have motivated volunteers or other people in a project?**We’re looking for:* experience of working with volunteers
* understanding of the need to support volunteers
* encouragement and working alongside
 | **Comments** | **Score** |
| 5. **Can you give us a practical example of how you have** **used your own initiative in a church/community project?**We’re looking for:* self motivated
* accountable
* understands boundaries
* ideas
* confidence
 |  |  |
| 6. **What do you see as the opportunities and limitations of****working for a faith based organisation?**We’re looking for:* sympathy to the aims of the church
* understanding and support for the Centre vision
* understanding of the context
* thinking things through
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| 7**. How would you handle a complaint about noise from the** **Centre from a nearby resident?**We’re looking for: * ability to listen
* calm presence
* people skills in a range of situations
* understanding of policies and procedures
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| 8. **How would you make sure that the development of the** **Centre was informed by feedback from user groups?**We’re looking for:* understanding of monitoring/evaluation
* knows about hard /soft ways to collect feedback
* relationship building with users/groups
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| ? **Safeguarding question – dependent on the post location and who the new employee will be working with:** |  |  |
| 9. **Finally, have you any questions to ask of us?** |  |  |