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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 |  |  |
| 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| ? **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?** |  |  |