**Inspire Days**

**Recruitment Pack**

**2019-2020**

**This recruitment pack consists of:**

* Job Advert
* Job Description
* Person Specification
* Application Form
* Equality Form

Please read through all documents carefully and if you are ready to apply then complete all forms and send back to [inspiredays@email.com](mailto:inspiredays@email.com)

Best of Luck,

R.Warmbold

Managing Director

Inspire Days

# Job Title:

Inspire Days is seeking to appoint a forward-thinking planner to work closely with the managing director and working nationally with clients. This position is based on contracts gained.

* **Location:** Work from home and traveling around the UK
* **Salary:** Contracted (Commission Based) between 45% - 55% per contract
* **Contract:** This position is obliged to client contractual agreements
* **Start Date:** ASAP

## Job details, We are looking for someone who has:

* A strong track record of managing a complex budget and arrangements.
* A sharp understanding of the role.
* An ability to lead and motivate others.
* A strong moral purpose to improve the life chances of others.
* The vision and ability to develop the role.
* The qualities and skills to hold to account.
* A passion to ensure clients are happy.
* The skills to network and build alliances with others.

With this role you would be working unsociable hours and could be required to support the client you have a contact with at last minutes. You will be required to travel around the UK therefore it is preferred if you have a full UK Driving Licence and Vehicle, but not essential. Travel costs will be reimbursed at the end of contract.

This role will require a basic DBS check, this will be your responsibility to organise. We accept any DBS checks completed in the last year, otherwise you will be required to apply for a new one. You will be required to pay the DBS fees and this will be reimbursed to you on completion of your first contract. After that you will be required to re-new your DBS every three years.

You will be required to provide two professional references to a satisfactory level.

Reference Number: ISD2020/01A

I understand the advert of this vacancy. Signature: ………………………………………………

Date: ……………………………………………………………………………………………………

Job Description

|  |  |
| --- | --- |
| Job Title | **Planner** |
| The post holder will report to | Managing Director |
| This role will involve | This role will involve working with a range of staff and clients across the business. This role is essential to ensuring that client wellbeing and the requirements of your contract with a client is effective and makes a real difference. |
| Main purpose of the job | Under the direction of senior staff you will  **EVENTS**   * Complete all planning, design and production within time limits, working with clients to identify their needs and ensure customer satisfaction. You will also organise facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.   **HOLIDAYS**  Sell transportation, lodging, and admission to entertainment activities to individuals and groups planning trips. Offer advice on destinations, plan trip itineraries, and make **travel** arrangements for clients. |

**Main Duties:**

|  |
| --- |
| EVENTS: Ensure all planning, design and production is completed within time limits, working with clients to identify their needs and ensure customer satisfaction. |
| HOLIDAYS: The ability to organise transportation, accommodation, and admission to entertainment activities to individuals and groups planning trips. |

**Resources:**

|  |
| --- |
| EVENTS: You will organise facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc |
| HOLIDAYS: Offer advice on destinations, plan trip itineraries and make travel arrangements for clients. |

**Organisation:**

|  |
| --- |
| EVENTS: The ability to work from home using relevant computer based and non-computer based materials. Work on own initiative to plan, design and create the perfect day for your client within time limits. |
| HOLIDAYS: The ability to work from home using relevant computer based and non-computer based materials. Work on own initiative to plan, design and create the perfect holiday for your client within time limits. |

**General:**

|  |
| --- |
| EVENTS: Assist the managing director in any tasks required for your clients. |
| HOLIDAYS: Assist the managing director in any tasks required for your clients. |

I understand the job description of this vacancy. Signature: ……..………………………………

Date: ……………………………………………………………………………………………………

Person Specification

* Good level of general education, including GCSE Maths and English
* Minimum 1 year experience
* Able to communicate with a wide range of individuals
* Excellent time management, administrative and organisation skills
* Excellent IT skills including a recognised IT qualification
* High level of literacy and ability to present information in a user friendly and logical format
* Experience of working in the public sector, preferably events or travel
* Able to promote and market the Organisation
* Able to demonstrate the ability to work accurately with attention to detail
* Have a very flexible approach to the role and be willing to carry out a wide variety of administration and clerical tasks to meet the needs of the organisation
* Accept that the job description is not a full list of what will be expected and that other tasks will be required relevant to the role and that the job description will be updated and renewed annually as the organisation grows. You also accept that your manager will ask you to complete tasks and you will be required to complete them in a timely manner even if they are not listed in the job description.
* Able to work on own initiative and organize own workload
* Able to prioritise effectively
* Able to work as part of a team
* Enjoy working with a wide variety of people
* Be able to work effectively with other staff
* Willingness to develop professionally and attend courses as required
* Have a good sense of humour

I understand the person specification of this vacancy. Signature: ……..………………………

Date: ……………………………………………………………………………………………………

Application Form

Along with sending a CV and cover letter please complete the below application form

**PART 1** of the application form contains information we require for **all** applicants.

You may then complete **PART 2** of the form or submit some other form of evidence in support of your application, e.g. written submission

**The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you. (Help and Advice is attached at the end of this form)**

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**Part 1 (Sections 1 - 9)**

**1) Vacancy Details**

Job applied for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2) Personal Details**

First Name:

Surname:

Permanent Address:

Postcode: *(Please do not omit your Post Code)*

Telephone/Textphone:

E-mail address:

Preferred method of communication:

National Insurance No:

Where did you see this vacancy advertised?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3**) References** - please gives details of 2 people who have agreed to act as referees. If you are currently employed please give details of your current employer.

**REFERENCES WILL BE REQUESTED FOR ALL SHORT-LISTED CANDIDATES**

**1st Referee**

Name:

Address:

Postcode:

Relationship:

**2nd Referee:**

Name:

Address:

Postcode:

Relationship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4) General Information** - (Please put a x next to the relevant item).

a) Are you currently employed by another company? **Yes**  **No**

b) If **yes**, and there are certain hours you cannot work for Inspire Days please note here:

c) Have you previously left this or any other similar business under the following:

Voluntary Early Retirement? **Yes**  **No**  Redundancy **Yes** **No**

If **yes**, did you receive any enhancements? **Yes** **No**

If **yes**, name of Company:

**d)** Are you related to any Member of staff at Inspire Days?

**Yes**  **No**

If **yes**, please state their name and your relationship:

Name:

Relationship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **5) Equal Opportunities Monitoring**

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

Please put a x next to the relevant item.

**Ethnic Origin**

I would describe my ethnic origin as:-

Bangladeshi ......20 Middle East ......50

Chinese ......30 Other Black please specify ......60

East African Asian ......35 ...........................................

Indian ......40 White & Black Caribbean ......65

Kashmiri ......37 White & Black African ......70

Pakistani ......45 White & Asian ......75

Vietnamese ......55 Other Mixed Origin please specify:

Other Asian pleas specify: ........................................... 80

.......................................... 52

Black British ......25 Irish ......85

Caribbean ......15 White British ......90

Somali ......18 Other White please specify ......95

Other African ......10 ............................................

##### What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

**Gender: (**Please put an x next to relevant item below)

I am: Female Male

**What is your sexuality:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability**

Are you a disabled person? Yes No

##### Guide to the meaning of disability

The company definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in every day life.

**Disabled Applicants**

If you are successfully appointed, every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you

feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. If

you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below.

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**6) Period of Notice**

If offered the job, how soon could you start?

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**8) Declaration**

Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations which handle public funds.

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I am under 65 years of age. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signature:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9) Application Method**

Please put an x next to the relevant item to indicate which option you have adopted.

**Completing:**

Part 1 & part 2 ........

Part 1 & alternative evidence ........

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act**

All documents associated with Recruitment and Selection

will be stored for a period of 6 months if unsuccessful for the role.

If you are successful all documents associated with Recruitment and Selection

will be stored for a period of 5 years after you have left the company.

**Part 2 (sections 10 - 13) - complete this part or submit some other form of evidence in support of your application, e.g. written submission** (Please ensure that information you supply is relevant to the post you are applying for).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10) Work Experience** - In the last 5 years (or longer where relevant to the post applied for).

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*continue on additional sheets if necessary*

### **11) Qualifications** - Details of qualifications relevant to the post applied for.

1. Date

Level

Qualification  
Where Obtained

2. Date  
Level

Qualification  
Where Obtained

3. Date  
Level

Qualification  
Where Obtained

4. Date  
Level

Qualification  
Where Obtained

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12) Training - Relevant to the post applied for**

1. Date

Course

Brief Details

2. Date

Course

Brief Details

3. Date

Course

Brief Details

4. Date

Course

Brief Details

*continue on additional sheets if necessary*

**Please ensure you complete section 13 (Information in Support of Your Application) on the next page .**

**13) Information in Support of your Application**

Please provide information that demonstrates that you can do the job successfully.

**The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you.**

*continue on additional sheets if necessary*

**IMPORTANT: Please return the completed form to** [**inspiredays@email.com**](mailto:inspiredays@email.com) **. You will be required to sign your e-mailed completed application form.**

I understand the application form of this vacancy. Signature: ……..……………………………

Date: ……………………………………………………………………………………………………

PLEASE NOW EMAIL YOUR COMPLETED PACK OVER TO:

[inspiredays@email.com](mailto:inspiredays@email.com)

Shortlisting takes up to 14 working days, if you have not heard back from us within this timescale please assume you have been unsuccessful.

Inspire Days

