**** ****

**Job Application Form**

|  |  |  |
| --- | --- | --- |
| **Application Reference** | 2024-16 | Add candidate no |
| **Post/s** | Development Officer – Volunteer Buddying Scheme |
| **Closing Date** | Wednesday 22nd January 2025 at 9am |
| **Interview Date** | Thursday 30th January 2025 |
| **Please return by email to** | recruitment@supportstaffordshire.org.uk |
| **\*PLEASE RETURN AS A WORD DOCUMENT\*** |

## Personal details

|  |  |
| --- | --- |
| **Name** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Phone No.** |       |
| **How do you want us to address you? (pronouns)***Eg. he/him, she/her, they/them* |       |

|  |  |
| --- | --- |
| **When will you be available to start this role if successful?** |       |

|  |  |
| --- | --- |
| **If you have been convicted of any criminal offence which is not spent, as defined by the rehabilitation of offenders act 1974, please give details** |       |

## Referee details

## Please provide details of two referees, the first of which should be your current or most recent employer (or education provider if this would be your first job).

## The second could be a previous employer, education, volunteering provider or other character reference, but should not be a friend, relative or someone you live with.

If you are struggling to think of two referees for a good reason, please tick this box, and we will discuss options, after interviews [ ]

|  |  |
| --- | --- |
| **Referee One - Name** |       |
| **Organisation** |       |
| **Role in Organisation** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Telephone Number/s** |       |
| **Capacity in which known** |       |
| **Can we contact the referee prior to offering you employment?** |       |

|  |  |
| --- | --- |
| **Referee Two - Name** |       |
| **Organisation** |       |
| **Role in Organisation** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Telephone Number/s** |       |
| **Capacity in which known** |       |
| **Can we contact the referee prior to offering you employment?** |       |

1. **Our reach**

|  |  |
| --- | --- |
| **Where did you find out about this vacancy?** |       |
| **Is there anything we could do to support you to be at your best should we offer you an interview?**This could include reasonable adjustments for disability, neurodiversity, or something else |       |

1. **Declaration**

I declare that the information on this form is true and correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be ended without notice. I understand and agree that data collected in this application form will be used and processed for recruitment purposes. I understand and agree that should I become employed the information will also be used for employment purposes. I agree to you holding and processing this information. By submitting this form by email I am agreeing to this declaration.

|  |  |
| --- | --- |
| **Please insert your name** |       |
| **Date** |       |

**Sections A-D will be detached before short-listing takes place**

|  |  |  |
| --- | --- | --- |
|  **Application Reference** | 2024-16 | Add candidate no |

## Current and Previous Employment and Work Experience

## Please provide details of your current and recent employment (at least the last 5 years) plus any other relevant work experience or volunteering history.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Role (state if employed or voluntary and salary where applicable)** | **Period employed (years & months)** | **Reason for leaving** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

1. **Education and Training**

Please list any formal education or professional development training courses which you consider to be relevant to the post (please only give dates where relevant to the qualification eg. where it expires or requires renewal).

|  |
| --- |
| **Qualification/Training Course and provider where relevant** |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |

## Person Specification

## The person specification sets out the key areas of knowledge, skill and experience required for the post.

## This includes ‘Key Skills’ for all staff. Please address the list of key skills together under answer ‘1’ below.

## For the remaining items please take each point in turn, writing below how your experience, education, training and qualifications meet each point, giving relevant examples.

*Some studies suggest that whilst white men apply for jobs when they meet only some of the criteria, women and other minoritized groups only apply when they meet all or almost all criteria. We don’t expect you to have everything we are asking for. We encourage all candidates to consider the range of transferable skills and experience they have, as well as your commitment to learn and develop new skills and knowledge once in the role.*

## Use the person specification headings as the headings for each answer below.

## Please keep your answers focused and succinct, to no more than 3 pages total.

|  |  |
| --- | --- |
| 1 | Able to demonstrate Key Skills required of all Support Staffordshire staff      |
| 2 | Knowledge and appreciation of a wide range of voluntary, community and social enterprise (VCSE) services, ideally in the local area. Willingness to learn and develop this knowledge to keep it up to date and connected with Support Staffordshire.      |
| 3 | Able to engage audiences from a wide variety of backgrounds appropriately in person and by telephone or email.      |
| 4 | Knowledge and understanding of quality volunteer management. Ability to engage colleagues in other organisations in volunteering support and problem solving.      |
| 5 | Skills in IT/databases for monitoring and effective and efficient in generating outputs and outcomes data for reporting purposes.      |
| 6 | Experience of working in partnership across organisational boundaries.      |
| 7 | Willing and able to travel across the county with own transport or public transport.      |
| 8 | Experience of offering an information, advice and guidance service in a health, care, relevant voluntary sector or similar setting would be desirable, but not essential.      |

## Any Other Comments

## Please add any other comments that you might have in support of your application (this is not a requirement)

|  |
| --- |
|       |