

Application Form Part 2

You may use this form to apply electronically, or by hand

**Post applied for:** Manager, Bristol City of Sanctuary

Employment History

|  |  |
| --- | --- |
| Current or latest occupation (paid or unpaid) |  |
| Employer |  |
| Nature of Business |  |
| Position held |  |
| From – to |  |
| Main duties/responsiblities |  |
|  |  |

|  |  |
| --- | --- |
| Current or latest occupation (paid or unpaid) |  |
| Employer |  |
| Nature of Business |  |
| Position held |  |
| From – to |  |
| Main duties/responsiblities |  |

|  |  |
| --- | --- |
| Previous occupations (paid or unpaid) |  |
| Employer |  |
| Nature of Business |  |
| Position held |  |
| From – to |  |
| Main duties/responsiblities |  |
| Employer |  |
| Nature of Business |  |
| Position held |  |
| From – to |  |
| Main duties/responsiblities |  |

1. Secondary, Further, Higher Education, Training and Qualifications and professional memberships

|  |  |  |
| --- | --- | --- |
| Year | Establishment | Qualification |
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1. **Why are you applying for this job?** (guideline 300-500 words)
2. **Skills, Knowledge, Experience, Personal style and behaviour:**

Please explain how you meet the person specification for this job, taking each point in turn. Give examples wherever you can of your knowledge, skills, experience, also keeping in mind the job description for the post. You may focus on the essential criteria, but if you have examples illustrating that you meet the desirable criteria as well under any particular heading, then please include them. Use what space you need. (Rough guideline: from 500-1500 words **in total**).

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| --- | --- |
| **Essential** | **Desirable** |
| 1. Relevant Level 3 qualification or equivalent
 | Degree in relevant area |
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| 1. Understanding of the barriers facing sanctuary seeking people
 | Experience of working in the field of migration or refugee and asylum issues  |
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| 1. Knowledge and understanding of the statutory and voluntary sector.
 | Experience of development work in a VCS organisation |
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| 1. Ability to build effective working relationships with a wide range of external contacts
 | Experience of work with local media Experience of running campaigns through a range of media |
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| 1. Strategic thinking - skills and experience
 | Experience of strategy development  |
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| 1. Spoken and written communication skills including Negotiating, influencing and persuading skills
 | Experience delivering presentations to different audiences. Event organisation and management |
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| 1. Experience of volunteering or working with volunteers
 | Experience of recruiting and supporting volunteers |
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| 1. Fund-raising experience
 | Proven track record of successful fundraising  |
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| 1. Ability to understand and interpret financial information
 | Experience of developing and managing budgets  |
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| 1. Understanding of key policy areas: Safeguarding, Health and Safety, etc
 | Proven experience of writing polices and strategies |
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| 1. Personally motivated to BCOS and its objectives, ability to model ‘sanctuary’ for self and team
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| 1. Commitment to equality and diversity and to empowerment and inclusion of sanctuary seekers
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| 1. Collaborative leadership style and commitment to partnership working
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| 1. Committed to professional and personal development for self/team
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| 1. Willingness to occasionally work outside normal office hours
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|  |

1. **Disability**

Do you consider that you have a disability? Yes No Prefer not to say

Do you require any adjustments to attend an interview? Please specify :

Please return this form to

bcosjobs@gmail.com or by hand to BCoS recruitment, Bristol City of Sanctuary, Assisi Centre, Bristol B5 0RE

**ON OR BEFORE THE CLOSING DATE: 9 am: 30th August 2021**

[Interview date: Thursday 9th September 2021]