# APPLICATION FORM - PART 2

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| Post applied for | Director (Maternity Cover) |  | Application number(For internal use only) |  |

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| **WORK HISTORY (add additional lines if desired)** |
| **Name & address of organisation** | **From** | **Position held** | **Description of job and responsibilities:** |
| **To** |
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| **VOLUNTARY WORK** |
| **Name & address of organisation** | **From** | **Position held** | **Description of work done** |
| **To** |
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| **EDUCATION** |
| **Name & address of secondary schools** | **From** | **Qualifications gained and grades** |
| **To** |
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| **FURTHER EDUCATION** |
| **Name & address of colleges** | **From** | **Qualifications gained and grades** |
| **To** |
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| **OTHER RELEVANT COURSES & TRAINING** |
| **Name of course & address of training** | **From** | **Qualifications gained and grades** |
| **To** |
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| **OTHER INTERESTS** |
| Please use this space to list some of your hobbies and interests, and to indicate any other organisations that you are involved with. |
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**Person Specification Criteria**

Please respond to each item in the person specification, giving clear evidence with examples, that you meet the criteria for the post, using further space as necessary.

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| Demonstrable commitment to the human rights of all and to working in solidarity with destitute asylum seekers |
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| Proven experience, skills and understanding required to work positively and inclusively in a multi-cultural, multi-faith and multilingual community |
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| Proven commitment to keeping members/users at the forefront of decision making |
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| Significant experience of fundraising and financial management including general oversight of finances, bid-writing and income generation (D) |
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| Experience in a senior role involving strategic thinking and planning, implementing and managing change (D) |
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| Experience of leadership, with proven ability to inspire, motivate and empower staff, volunteers and members |
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| Proven experience of staff management, including supervision and support |
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| Experience of business planning and/or project management including target setting, monitoring and evaluation |
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| A track record of effective work with refugees and asylum seekers is highly desirable, preferably experience with destitute refused asylum seekers (D) |
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| Communication and presentation skills, with the ability to represent the organisation externally |
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| Ability to negotiate and work through consultative and democratic processes with members, staff, volunteers and trustees |
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| Ability to network and build effective working relationships and partnerships |
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| Ability to foster good relations both within the organisation and between BHN and other local organisations, particularly our strategic partners |
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| Excellent organisation skills, including planning, prioritisation & working to deadlines |
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| Competent in a range of IT skills including Google Suite (D) |
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| Excellent understanding of human rights and asylum legislation and policy, and knowledge of services available for asylum seekers and refugees nationally and locally (D) |
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| Knowledge of relevant statutory duties, including Safeguarding & Health and Safety legislation, as well as good practice |
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| A good understanding of local government and voluntary sector infrastructure (D) |
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| Statutory and legal duties for voluntary sector organisations, including charity law and governance (D) |
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| Knowledge of employment legislation and human resources good practice (D) |
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**Personality Profile**

**What is your 4 letter Myers-Briggs profile?**

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If you do not know this, then please use this free online assessment*<https://www.16personalities.com/free-personality-test>*

There is no right or wrong personality profile for this role, so please try to respond honestly & not to bias your answers.

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| **Personal Reflection** |
| Please reflect on what you have learnt about the strengths and weaknesses of your personality, and leadership style, particularly in the context of this role. |
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| **ADDITIONAL INFORMATION** |
| Please tell us about anything else that you consider relevant to this post, that you haven’t already mentioned |
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**REFERENCES**

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| Name |  |  | Name |  |

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| Address |  |  | Address |  |
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| Postcode |  |  |  | Postcode |  |  |

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| Telephone |  |  | Telephone |  |
| Email |  |  | Email |  |
| Relationship |  |  | Relationship |  |

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| **ADVERTISING RESEARCH** |
| To assist in improving our recruitment process, please tell us how you heard about the vacancy.  |

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| **RETURN YOUR COMPLETED APPLICATION TO:** **recruitment@bhn.org.uk** |
| Include all 3 parts |