# APPLICATION FORM - PART 2

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| Post applied for | **Fundraising Manager (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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| 1 | E | Demonstrable experience (i.e. proven track record) of fundraising from, and reporting to, trusts and individual donors (including research, bid-writing, appeals and fundraising administration) |
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| 2 | E | Ability to further develop and adapt BHN’s Case for Support to match the needs and requirements of both members and funders, in a compelling way |
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| 3 | E | Understanding of fundraising finance management, including income projection, managing unrestricted and restricted income and monitoring income and expenditure against budget |
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| 4 | E | Understanding of how to evidence impact through monitoring and evaluation data in fundraising and communications |
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| 5 | E | Experience of BHN’s main communication channels, namely e-newsletters, website and social media (primarily Facebook and Twitter)  |
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| 6 | D | Experience of creating and managing a yearly organisational budget |
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| 7 | D | Experience in writing press releases and liaising with the media (TV/Digital/Radio) |
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| 8 | D | Ability to speak at events to raise BHN’s profile, positively represent the charity and attract new supporters and volunteer hosts. |
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| 9 | D | Experience of staff management, including supervision and support |
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| 10 | D | Competent in a range of IT skills including Google Suite and using a CRM database |
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| 11 | E | Demonstrable commitment to human rights and, in particular, to working in solidarity with destitute asylum seekers |
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| 12 | D | Proven experience, skills and understanding required to work positively and inclusively in a multi-cultural, multi-faith and multilingual community |
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| 13 | D | Proven commitment to keeping members/users at the forefront of decision making |
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| 14 | E | Strong written and verbal communication skills and an ability to quickly assimilate new information and tell it in a compelling and creative way |
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| 15 | E | Highly proactive, self-motivated approach and a strong ability to lead on the duties of their role |
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| 16 | E | Excellent influencing, networking and facilitation skills, to build effective working relationships  |
| 17 | E | Ability to foster good relations both within the organisation and between BHN and other local organisations, particularly our strategic partners |
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| 18 | E | Excellent organisation skills, including the ability to prioritise tasks, work to deadlines and manage their own time effectively |
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| 19 | E | Ability to negotiate and work through consultative and democratic processes with members, staff, volunteers and trustees |
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| 20 | E | Knowledge of relevant statutory duties, including Safeguarding & Health and Safety legislation, as well as good practice |
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| 21 | D | Understanding of General Data Protection Regulation (GDPR) requirements |
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| 22 | D | A good understanding of voluntary sector infrastructure, legal and statutory obligations and compliance, including charity law and governance |
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| 23 | D | Knowledge of Institute of Fundraising Code of Practice to make recommendations for BHN’s policies and procedures |
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| 24 | D | Knowledge of employment legislation and human resources good practice |

**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 |  |

**RETURN YOUR COMPLETED APPLICATION TO:** **recruitment@bhn.org.uk**

Include all three parts:

* Application Form 1
* Application Form 2
* Equal Opportunities

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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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