**Application Form**

To apply please make a copy of this form, provide a completed copy ofthe application form **in PDF format** to jobs@shrubcoop.org  by **11pm on 20/02/2019.** Please give as the document filename: **SURNAME** **– CEPC.** Use the same filename as the Subject Line of the email to help us keep track of applicants.

Please insert a Covering Letter max one page at the front and maximum two-page CV at the end.

Please also complete an [Equality and Diversity Form](https://docs.google.com/forms/d/1YGjsawOZlo7CKuL0D6Jb_MfuqiBKWqMzvGjJWTMxQlI/edit) with no personal identifier. This will be separated from application on receipt & filed separately for E&D monitoring purposes.

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| --- | --- |
| First name: | Surname:  |
| Email:  |
| Address:  |
|  | Postcode:  |
| Phone:  | Mobile:  |
| **Employment History and References:** [employers will not be contacted before interview] |
| Current / Most Recent Role:  |
| Organisation name:  | Dates:  |
| Name of Most Recent Manager:  |
| Email:  | Phone:  |
| Other Recent Role:  |
| Other Recent Employer:  | Dates: |
| Name of Reference 2: |
| Email:  | Phone:  |
| Name of Reference 3:  |
| Email:  | Phone: |

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| **Please outline the Education and Training you have received:**  |
| **Your education** – main qualifications with dates:  |
| **Relevant training** with dates:  |
| **Other life experience** contributing to your ability to do the job:  |
| **Working pattern:** indicate here any constraints you have for your days of work: |
| **How do you meet the requirements for the Job?** – Please comment on the Essential and Desirable qualities: **[E = Essential / D = Desirable]**E Managing teams of volunteers - experienced in how to delegate to and empower them |
| **E** Educated to HNC / HND, plus 2 years relevant work experience - or equivalent |
| **E** Able to engage effectively with internal / external stakeholders to solve problems |
| **E** Strong communication and teamwork skills for a fast-paced working environment |
| **E** Experience of organising events and project management skills  |
| **E** Able to work on own initiative and organise own time / workload |
| **E** Full proficiency with Google Accounts and familiar with Microsoft Office e.g. Excel |
| **E** High level of empathy and respect for people with different backgrounds and ability to use inclusive, non-stigmatising and respectful ways of communication |
| **D** Experience in an environmental / social enterprise / not for profit organisation  |
| **D** A good understanding of waste - and carbon - related environmental challenges |
| **D** Working knowledge of behaviour change in a sustainability context |
| **D** Experience in co-operative non-hierarchical forms of organising |
| **D** Consensus-decision making, and tasks such as minute-taking and facilitation |
| **D** Experience with drafting grant applications and effective reporting to funders |
| **D** Experience of mentoring and relationship building within a diverse community |

I confirm that the above information is correct. [You may sign electronically]

Signed:

Date: