**INFORMATION FOR APPLICANTS**

Please complete the attached application form noting carefully the information required in each section.

* The application form refers to the Job Profile and Person Specification.
* Ensure your application contains the relevant qualifications and experience.
* Give examples to support your evidence against the criteria and describe them using examples to support your statements.
* Do use additional sheets as necessary, but please state clearly as to which section of the application they apply.
* Please ensure that the application reached us by 12 noon of the closing date.

Following the closing date, the Personal Page will be removed in order to maintain anonymity and confidentiality during the selection process.

Shortlisted applicants will be contacted and notified with the interview time and format.

Unsuccessful candidates will be notified by letter.

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| **Employment and Work Experience**  Please describe briefly any work, paid or unpaid, which you have undertaken beginning with the current or most recent. Please highlight those experiences that you think make you suitable for this post. | | | |
| From | To | Employer | Job Title/ Responsibilities |
|  |  |  |  |

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| **Education – Professional and Higher Education**  Please list all **educational qualifications, and other qualifications/training** held or currently studied for. **List the most recent first** and give all results known whatever the outcome. | | | | |
| **From** | **To** | **Higher Education Institution** | **Award and Title of Award**  List main subjects below title | **Results**  (expected/awarded) |
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| **Other Training and Development**  Please list below any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. |
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| **Personal Interests/Achievements**  Use the space below to describe with any part-time activities/interests relevant to the advertised role. |
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| **Suitability for the Post**  Explain why you have applied for this job, making sure that you fill out each section below to outline your relevant qualifications and experience as they relate to the person specification.  Emphasize why you consider yourself to be a strong candidate. |
| *Why are you applying for this role?* |
| **Experience/Skills** |
| *Significant and demonstrated experience of training (including facilitation, mentoring and coaching) in conflict transformation, mediation and/or reconciliation.* |
| *Awareness of and empathy for the needs of church and faith communities in regards to conflict transformation, and a passion for engaging with these issues.* |
| *Solid understanding of the issues and trends within the fields of conflict transformation and reconciliation.* |
| *Experience in writing and delivering high quality training materials, and knowledge/experience of best practice in training delivery.* |
| *Experience in leading and managing volunteers.* |
| *Commitment to working in a small & remote team environment sharing common values and goals*. |
| *Excellent interpersonal skills. Able to deal constructively and diplomatically at all levels to deliver Place for Hope’s strategy.* |
| *An understanding of and enthusiasm towards the work, vision, values and ethos of Place for Hope.* |
| *Ability to use IT software e.g. Word, Excel, PowerPoint, Salesforce, Skype/Zoom) and willingness to build on existing skills.* |
| *An excellent understanding of the value of a learning culture and how it can strengthen organisational impact and influence cultural change. Committed to supporting and encouraging a reflective learning culture.* |
| *Ability to think creatively and strategically, identify fresh approaches and work flexibly.* |
| *Experience of collaborating and communicating effectively with different Christian denominations and faiths.* |
| *A collaborative approach to building relationships with a wide range of stakeholders.* |
| *Current knowledge about digital opportunities in training and learning.* |
| *Previous experience of financial management, budget keeping, and financial reporting.* |
| *Availability to travel throughout UK for meetings and training events:* |

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| *Please write here any additional information, not covered elsewhere, which will strengthen your application:* |

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| **Referees**  Please name two referees who can comment on your suitability for this employment, including your present or most recent employer. Referees will not be contacted prior to interview. |
| Name: |
| Organisation: |
| Address: |
| Telephone No and E-mail: |
| In what capacity is this person known to you? |

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| --- |
| Name: |
| Organisation: |
| Address: |
| Telephone No and E-mail: |
| In what capacity is this person known to you? |

Please return to: Helen Boothroyd, [helen.boothroyd@placeforhope.org.uk](mailto:helen.boothroyd@placeforhope.org.uk)

by noon on 19th May 2021.

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