**Application Form**

**Policy and Engagement Lead**

Please complete all sections of this form and return it to us by **23:00 on Sunday 1st August 2021**.

The boxes will expand as you type and you can add rows if necessary. Please delete any rows you do not need to use.

Please return the form as a Microsoft Word document or a Google Doc, and do not attach any other documents. Please do not exceed the word limit for any question.

The first section of this form will be separated from your application before shortlisting.

The information you submit will be treated as confidential. Your referees will not be contacted without your permission.

Please send your application to jobs@scotland.weall.org

If you have any queries about the role, please contact Jimmy Paul, WEAll Scotland Director, at jimmy@scotland.weall.org.

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| **Personal details** |
| **Full name** |   |
| **Home address (must be based in Scotland or willing to relocate)** |  |
| **Email address** |   |
| **Telephone number** |   |
| **If selected for interview, are there any accessibility-related adjustments we can support you with?** |
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| **How did you hear about this position?**  |
|   |
| By submitting this form, I confirm that all of the information I have provided is true. I understand that providing false information or withholding relevant information can lead to my appointment or role being terminated.I confirm that I have the right to work in the UK.I consent to the processing of my personal data in line with the General Data Protection Regulation. |
| **Signature** | (Type your full name here) |
| **Date** |   |

 Application form continues overleaf

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| **Employment history** |
| Please give details of your work history, starting with the most recent. Please include unpaid and voluntary experience where relevant. |
| **Name of employer** | **Job/role title and brief description of duties** | **Date from (mm/yy)** | **Date to (mm/yy)** |
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| **Education** |
| Please give details of any educational qualifications obtained at school, college and/or university. |
| **Institution** | **Qualifications gained or pending** | **Date from (mm/yy)** | **Date to (mm/yy)** |
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| **Training** |
| Please give details of any relevant training. |
| **Training provider** | **Details of training** | **Date from (mm/yy)** | **Date to (mm/yy)** |
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| **Your application** |
| Please provide examples of how you meet the four areas below from the Policy and Engagement Lead Job Description, using the STAR method:* *Situation:* Briefly describe the situation / context
* *Task:* Briefly outline what you had to do
* *Action:* What was the action you took?
* *Result:* What was the outcome?

*Please answer each question in no more than 300 words. For more info on how to use the STAR method, please see* [*this guidance*](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method) |
| 1. Ability to mobilise a network of diverse stakeholders to influence policy and work together effectively
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| 1. Experience of parliamentary influencing (especially at Holyrood) and delivering messages to various levels of government and other policy audiences
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| 1. Ability to translate complex messages into those which are easy to understand, and which are applicable to a range of individuals and audiences
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| 1. Proven understanding of diversity and inclusion work and commitment to replacing institutional forms of oppression, bigotry and exclusion with a commitment to build on the diversity of assets different individuals and communities bring
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| **References** |
| Please provide details of two people who can provide us with a reference based on their experience of working with you. Where applicable, one of these must be your most recent employer. We will not contact referees without your permission. |
| **Referee one** |
| Full name |   |
| Job title and organisation |   |
| Relationship to you |   |
| Email address |   |
| **Referee two** |
| Full name |   |
| Job title and organisation |   |
| Relationship to you |   |
| Email address |   |