Tripod: Training for Creative Social Action

Application Form: Operations Coordinator & Co-Director

| Personal Information | | | |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Email address |  | Phone number |  |
| We want to know about relevant education, training and volunteering experience. We also ask for details of any relevant work you have done previously including a brief explanation of your role and responsibilities. We recognise that work takes many forms, that paid employment is not always accessible to everyone and that much work is unpaid! So please tell us about any relevant voluntary or paid work that you have done and what you learned from it. We use this information to get a sense of the multiple contexts in which you have developed your skills. We will not be judging your application on the consistency of your employment history. Please stay within the word counts and add more lines to the tables as necessary. | | | |
| Relevant Paid & Voluntary Experience | | | |
| Position |  | Organisation |  |
| Dates |  | Location |  |
| Responsibilities/  accomplishments |  | | |
| Your key learning |  | | |
|  |  |  |  |
| Position |  | Organisation |  |
| Dates |  | Location |  |
| Responsibilities/  accomplishments |  | | |
| Your key learning |  | | |
|  | | | |
| Position |  | Organisation |  |
| Dates |  | Location |  |
| Responsibilities/  accomplishments |  | | |
| Your key learning |  | | |
|  | | | |
| Position |  | Organisation |  |
| Dates |  | Location |  |
| Responsibilities/  accomplishments |  | | |
| Your key learning |  | | |

| **Education** | | | |
| --- | --- | --- | --- |
| Qualification | Institution | Location | Years attended |
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| **Relevant Training** | | | |
| --- | --- | --- | --- |
| Training course | Provider | Location | Dates |
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When answering the following questions please keep in mind that we are most interested in knowing about how your previous experiences have shaped you, how you have overcome challenges in other work contexts and what skills and resources you have developed during your journey so far.

| **Questions (maximum 250 words for each number)** |
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| 1. Why are you passionate about working with Tripod and in this role in particular? Why are you the right person to do it? |
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| 1. What do you think is important in a small team to collaboratively and effectively work together? How would you make sure Tripod embeds this? |
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| 1. What experience do you have with HR and how would this apply to Tripod, a flat structured workers’ co-operative? |
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| 1. Tell us about an effective working system you have implemented in a team/workplace. How was the need identified and what did you learn in implementing and reviewing new procedures? |
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| 1. How would your identity and lived experience impact how you would do this job? |
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| 1. What experience do you have of working in a flat structure organisation, if any? If you haven't worked in a non-hierarchical organisation before, what do you think might be challenging? |
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| 1. What aspects of the work do you think you might struggle with or need additional support to do effectively and sustainably? (We want to know that you are able to reflect on your capacities and identify what support you would need – we don’t expect anyone to meet all of the specifications completely and it is most important to us that you are able to identify your own strengths and what you would find challenging). |
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| 1. What do you do for fun and nourishment and what sustains you? (We want to get a sense of your personality here and what is most important to you in life). |
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We’d like to be able to contact two people who have worked with you, each in a different setting, over the past 3 years, who know you well enough to provide a reference on the phone. They may know you from a formal work context or a voluntary or educational context, and may be a colleague, collaborator or a supervisor/manager.

| **Referees** | | | |
| --- | --- | --- | --- |
| Name | Relationship to you | Position & Organisation | Email address & Phone no. |
| 1. |  |  |  |
| 2. |  |  |  |