**December 2021**

JustRight Scotland (JRS) strives to be an equal opportunities employer and is committed to equality and diversity. We support flexible working where possible. We will make reasonable adjustments for disabled candidates. We value the expert contribution of those with lived experience of the issues that JRS exists to tackle.

Please read the Job Description & Person Specification carefully and consider it when writing your responses to the questions below. It sets out exactly what we are looking for and should thus frame the way you complete this application form.

Where we specify a word limit that is the maximum and any words over the limit will be disregarded. However, there is no need for you to feel the need to write to the limit if you can answer the question in fewer words. Feel free to use bullet points or lists where helpful.

All applicants will be notified whether they have been selected for an interview as soon as possible after the closing date. If you are invited to interview, there will be a short written exercise and a presentation to prepare. The interviews are likely to take place during the week commencing 21st February 2021 tbc.

Should you wish to discuss the role (or any reasonable adjustments or anything else relating to a disability in connection with this recruitment exercise) then please contact Jenny Cook who will arrange for you to have a confidential discussion).

**NOTE: CVs will not be considered. Applications received after the closing date will not be considered.**

**The closing date for applications is midnight on Friday 28th January 2022.**

**Interviews will take place during the week commencing 28th February 2022 (please note these are provisional dates) online, via Zoom, and candidates will be expected to complete a pre-interview exercise.**

**Please email completed applications to Jenny Cook at** [**recruitment@justrightscotland.org.uk**](mailto:recruitment@justrightscotland.org.uk) **with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Jenny Cook, JustRight Scotland, Room 1, First Floor, Libertas House, 39 St Vincent Place, Glasgow, G1 2ER.**

If you require to receive this information in a different format, or have any other questions about applying, please contact Jenny on 0141 406 5350.

Yours sincerely

**Colin McKay**

**Chair of the Board**

**JustRight Scotland**

**Personal Details**

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| --- | --- |
| **Full Name** |  |
| **Preferred Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Address** |  |

|  |  |
| --- | --- |
| **Candidate No.**  **(for JRS use only)** |  |

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|  |  |
| --- | --- |
| **Candidate No.**  **(for JRS use only)** |  |

**Experience, Skills, and Additional Information**

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| --- | --- |
| **Essential Criteria** | |
| **Please explain how you meet the following essential criteria. You are not required to give a competency style/ STAR answer but may be asked to do so at interview.**  **(maximum of 150 words for each section)** | |
| **Be a leader, capable of inspiring staff and stakeholders** |  |
| **Share our vision and values and must be committed to equality, diversity, and inclusion** |  |
| **Have experience of working as part of skilled management team leading an organisation** |  |
| **Have sufficient knowledge and understanding of financial management that you can take responsibility for it within JRS** |  |
| **Be an experienced operational manager, able to ensure that an organisation delivers on its strategy** |  |
| **Be comfortable leading on strategy development and be adept at planning and budgeting,** |  |
| **Be comfortable leading change and helping an organisation stay agile in an ever-changing environment** |  |
| **Be focussed on risk and compliance and able to create policies, procedures, and safeguards to protect JRS, our staff and clients** |  |
| **Be able to communicate an organisation’s vision and purpose to the public, media, government, funders, staff, and other stakeholders in a compelling and credible way** |  |
| **Know how to work with a Board to deliver exceptional governance** |  |

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| **Desirable Criteria** | |
| **Please explain whether and how you meet any of the desirable criteria from the person specification. Choose no more than two which you feel you best meet.**  **(Maximum of 150 words for each section)** | |
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| **Personal Statement** |
| **Please summarise why you would like to be appointed and why you are suited to this role.**  **(Maximum of 250 words)** |
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| **Candidate No. (for JRS use only)** |  |

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| **Employment History** | |
| **Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience / employment, then use an additional sheet of paper. You may include voluntary work if relevant.** | |
|  |  |
| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
|  |  |
| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
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| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
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| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |

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| **Referees** | |
| **Please supply referees who can confirm your employment, one of which should be your current or most recent employer. References will not be taken without your prior consent.** | |
|  |  |
| **Name** |  |
| **Job Title** |  |
| **Company / Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |
|  |  |
| **Name** |  |
| **Job Title** |  |
| **Company / Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

**RIGHT TO WORK IN THE UK**

JRS will only consider applications from individuals who are eligible to work in the United Kingdom.

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| --- | --- |
| Please place an “X” in the box to confirm you have an existing right to work in the UK. |  |