

EXECUTIVE DIRECTOR POST

ESSENTIAL INFORMATION FOR APPLICANTS

Please read this document BEFORE completing your application.

Thank you for your interest in the post of Executive Director. Included in this document is guidance to assist you in the recruitment process – please take time to familiarise yourself with the contents.

Applications

The post is advertised with My Job Scotland and Good Moves. Included with the advertised post is a job specification. Please take time to read this carefully as the information you provide on your application form will be assessed against the criteria listed as essential and desirable on the job specification.

You should ensure that you complete the application form fully and, where possible, provide examples to demonstrate how you feel you meet the job requirements.

When completing your application online you will be asked to provide details of your work history - you must also mention periods of unemployment, study, career breaks etc. to explain breaks in employment history. Starting with your current or most recent post, please provide comprehensive details of your role and related duties, followed by a brief overview of previous roles and duties.

References

When completing the application form, candidates must provide details of two work related referees that can be contacted; where possible please provide email addresses. At least one referee must be your current or most recent line manager and 'personal' references are not acceptable.

Communication

By applying on-line, you should note that all communication will be sent electronically to the email address you provide on your form. This can include email notification advising on the outcome of shortlisting, invite to interview, conditional offer of employment and full employment contract. Given the nature of the correspondence you should ensure that the email address you provide is secure and confidential.

Declaration

As applications are made on-line, by submitting the form you are declaring that the information contained in your application is true and correct to the best of your knowledge and that you understand that false information or omissions may lead to dismissal without notice.

At this time, under the Data Protection Act 1998, you will also be giving consent to AFA Scotland processing your personal data, by means of information and communication technology or otherwise, in the exercise of its legitimate interests.

Interviews

The intention is to hold the interviews in person at the office of AFA Scotland in Edinburgh on Friday 4 February 2022. Given the current uncertainties relating to the pandemic, this is subject to any further restrictions put in place, and an assessment of the position closer to the time. Candidates will be asked to make a brief presentation as part of the interview process. In addition to the face-to-face meeting with the interview panel on 4 February, candidates will also be asked to meet virtually with two or three members of the team in advance. Although this will be a relatively informal, confidential discussion about the team and the role of the Director, comments will be fed back from those attending to the interview panel prior to the decision about appointment being made.

Further information about AFA Scotland

Candidates are advised to look at the information available on our (soon to be updated) website at www.afascotland.com, email any specific queries to info@afascotland.com or to contact Robin Duncan for a discussion about the post on robin.duncan@afascotland.com / 07719 644783.