Orkney Money Matters Development Manager

Application Form

**The closing date for applications is 11pm on Sunday 23rd April 2023.**

Please send your completed form to Morven Brooks, CEO via email at hr@vaorkney.org.uk.

Overleaf you will find our application form. Before you complete and submit the form, please read through the following questions and answers.

**I still have questions about the role, is there anyone whom I can speak to?**

We would encourage all applicants to carefully read our Applicant Information Pack, which includes information about Voluntary Action Orkney, the project and the role.

If you still have questions, we are very happy to arrange an informal chat with you to discuss the job further. If you are interested in an informal chat, please email Harry Johnson, Project Development Lead at harry@community-consulting.co.uk.

**I need some adjustments made to the application process, who can I speak to?**

If you would like to request any reasonable adjustments to the application process, including this application form, please email hr@vaorkney.org.uk or call 01856 872897 and we’ll be happy to help.

**Will you confirm that you have received my applications?**

Yes. We’ll try to confirm your application within two working days. If you haven’t heard from us within that timeframe, you can call us on 01856 872897 to make sure we’ve received it.

**When will I hear if I’ve been successful in reaching the interview stage?**

We will contact all candidates to let them know whether or not they have been successful in reaching the interview stage by the 25th of April. If there is any delay to this timeframe we will communicate this to candidates.

**Will there be an interview task?**

There will be a short interview task for those who are successful in reaching this stage in the application process. Details of the task will be shared in your invite to interview.

Contact details

|  |  |
| --- | --- |
| **Title** |  |

|  |  |
| --- | --- |
| **Forenames** |  |

|  |  |
| --- | --- |
| **Surnames** |  |

|  |  |
| --- | --- |
| **Email Address** |  |

|  |  |
| --- | --- |
| **Phone number** |  |

|  |  |
| --- | --- |
| **Address** |  |

|  |  |
| --- | --- |
| **Postcode** |  |

|  |  |
| --- | --- |
| **National Insurance Number** |  |

Present or Most Recent Employment

*I’m not currently working or volunteering:* [ ]

|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Salary** |  |
| **Notice period** |  |
| **Brief description of duties and key achievements** |
|  |
| **Reasons for wishing to leave employment:** |
|  |

Previous Employment / Volunteering

Please share your employment history for the last **ten years**. If you want to share more employers or organisations you have volunteered with, please copy and paste a table to add more information. If you have held more than one role at an organisation, please fill out a separate box for each role.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
|  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
|  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
|  |

|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
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| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
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|  |  |
| --- | --- |
| **Organisation** |  |
| **Role** |  |
| Paid [ ]   | Voluntary [ ]  |  |
| **Dates with organisation** |  |
| **Brief description of duties and key achievements** |
|  |

Education

|  |  |
| --- | --- |
| **School or institution** |  |
| **Full/part-time** |  |
| **Dates attended** |  |
| **Certificated gained or standards reached** |  |

|  |  |
| --- | --- |
| **School or institution** |  |
| **Full/part-time** |  |
| **Dates attended** |  |
| **Certificated gained or standards reached** |  |

Supporting statement

**This is the most important section of your application**. In your supporting statement, please refer to each of the criteria in the person specification, in turn, to explain how you satisfy it. For example, if the person specification asks for your ‘ability to’ you will be required to demonstrate positively your ability by reference to your academic, professional or personal experience. You may find it helpful to use a separate header for each requirement of the person specification or to group parts of the person specification together.

|  |
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|  |

References

Please note that we will only contact your references if you are provided with a provisional offer, following a successful interview. Please give the names and contact details of two referees, one of whom should be your present or most recent employer.

|  |
| --- |
| **Referee 1** |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

|  |
| --- |
| **Referee 2** |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

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