

BUILD RAISE INSPIRE TOGETHER

Freelance Operations Consultant – Application Guidance and Questions

Guidance

Before you complete the [application form](#), read the following documents linked to the recruitment advert:

Job Description and Person Specification and the Applicant Privacy Notice.

Completing the application form

We suggest using the questions below and recording your responses on another secure document to ensure no information is lost during the application process. You will be able to copy and paste these into the application form.

Accessibility and Support

We strive to host an inclusive, accessible recruitment process that enables all individuals to engage fully. If you have any requirements, please let us know in the application form and for inquiries about accessibility, please contact us on info@tinychanges.com.

Application Form

The application form link is on the recruitment advert, it can also be accessed from the link below

[Operations Consultant Application Form](#)

If you have any issues while completing the application, please contact us on info@tinychanges.com

Application Form Questions

Personal Details and GDPR

Name

Pronouns

Phone Number

Where in Scotland do you live?

PVG Scheme

Are you a member of the PVG scheme?

If yes, registered for children or adults?

Directorships/ Trustee Positions

(Please include public, private, charitable, not-for-profit, clubs, associations)

Qualifications, Accreditation and Professional Memberships

Please list below

Your Experience

Please provide information on up to 4 employment, freelance or volunteering roles relevant to the specific requirements of the role profile and person specification

Please give details for each role as follows:

Period of engagement

Organisation name

Role and details of post including duties, responsibilities and achievements

Supporting Statement

Please state why you are applying for this role, and document how you meet the specific requirements of the role profile and person specification, including the skills, experience, and achievements you will bring to this role.

You can write or copy and paste your supporting statement on the application form or feel free to upload it on an additional document.

Hours and Fees

We're looking for a consultant who is ideally available for up to 35 hours per week for the duration of this contract. Please give more information on your consultancy rates and your quote for this work

How many hours per week can you dedicate to this work?

Please provide information on what you expect to receive as a fee for this work

Please provide details on invoicing terms for this work. For example weekly, monthly or full project fee

References

Two references will be sought for successful applicants. We ask for name, number and an email address for your references at this stage, but we will not make any contact until after the interviewing stage.

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Recruitment Monitoring

Help us learn more about where people look for third sector vacancies!

Help young minds feel better.