**Office Use - Reference No:**



**Trusts and Grants Fundraising Manager**

Part time - 21 hrs per week (hours negotiable)
Salary Grade 4 SJC legacy pts 28-31
starting at £19,473 gross p.a.

#### Closing Date for Applications: 5pm on Wednesday 19th June

Interviews: Wednesday 26th June

To apply, please send your CV, this application form and the self declaration form to finance@volunteeredinburgh.org.uk by the closing date.

|  |  |
| --- | --- |
| Full Name |  |
| Home Address |  |
|  |  |
| Post Code |  |
| Home phone |  |
| Mobile phone |  |
| E-mail |  |
| Where did you see this post advertised? |  |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974 (ROA)**Under the provisions of the Act **all applicants** are required to complete and return the criminal record self-declaration form. We will open this document only if we intend to provisionally offer you the job subject to the outcome of the disclosure.Volunteer Edinburgh believes that it is good management practice to accept that the best person for the job may have an unspent criminal record and, in such circumstances, relevance of the conviction will be considered. Any evidence or declaration of spent criminal convictions will be ignored in order to comply with legislation. Volunteer Edinburgh has designed its recruitment processes in line with its Recruiting with Convictions and Equality and Diversity policies. |
| Data ProtectionWe take your privacy seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we’ll share this information with our HR and finance staff and our payroll provider. If you are not successful we may hold your information for up to six months. For more information on how we use your data and keep it safe see www.volunteeredinburgh.org.uk/privacy-notice/. If you would like a printed copy of our full privacy notice please ask a member of staff.I hereby apply for the post of Trusts and Grants Fundraising Manager***I confirm that the information I am submitting is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice.*****Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Return the completed application form, self declaration form and your CV to** finance@volunteeredinburgh.org.uk
or by post to Recruitment, Volunteer Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ

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### CONFIDENTIAL

#### EQUAL OPPORTUNITIES MONITORING FORM

Volunteer Centre Edinburgh aims to be an equal opportunities employer. To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. If you choose to complete it, any information given is treated in the strictest confidence and detached from your application as soon as it is received. It will not affect the selection procedure in any way.

*Please tick the appropriate boxes.*

Which of the following groups do you consider you belong to?

Categories as recommended by the Commission for Racial Equality

**White**

Scottish ⬜ Other British ⬜ Irish ⬜

Any other white background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

Any mixed background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian, Asian Scottish or Asian British**

Indian ⬜ Pakistani ⬜ Bangladeshi ⬜ Chinese ⬜

Any other Asian background, please write in  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Black, Black Scottish or Black British**

Caribbean ⬜ African ⬜

Any other Black background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic background**

Any other background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a disability? YES ⬜ NO ⬜

Are you registered disabled?YES ⬜ NO ⬜

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Statement**

Use this section to highlight how your skills and experience make you a good match for the role. Please refer to the essential and desirable criteria set out in the Person Specification section of the Job Description. One page maximum.