**Working with Space**

Thank you for considering Space in this next stage of your career. We’re not in the aerospace business but we do think our team is out of this world, and we’re looking for like minded people to support our work here in Edinburgh.

Space @ The Broomhouse Hub is a ‘community anchor’ organisation. That means we’re driven by the needs of the people in our local area, and we provide a range of services in response to the challenges that our community members face.

We hope that because you’re completing this application form you are someone who is just as keen as we are on supporting the incredible people that make up our local community.

We understand that application forms can be a bit cold, and they don’t always give you much room to express yourselves fully and show us your personality, so we’ve included a space in ours for a personal statement. This will be your chance to:

* Tell us more about who you really are, what you’re interested in and passionate about.
* Show us why you are keen to be a part of the Space team, and how your values align with ours.

Have any questions about the position you’re applying for? You can refer back to the original job advertisement for role-specific and contact details. [Find your way back to our jobs page here](https://www.spacescot.org/jobs-2/).

**Role Information**

|  |  |
| --- | --- |
| Post Title | Compliance Officer |
| Hours | 24hrs per week |
| Salary | C1-4 £26,000 - £29,395 pro-rata (actual salary £17,334-£19,596) |
| Closing date | 9am Monday 22nd July 2024 |

**The important stuff**

Space operates an Information Protection and Open Access policy. Personal information given to us during the recruitment process will be used to help us decide the most suitable candidate for the post, and will be treated confidentially throughout. Applications be destroyed six months after the interview date unless you take up employment with us, in which case it will become part of your personnel record

Space @ The Broomhouse Hub is an equal opportunities employer who positively encourage applications from eligible candidates regardless of sex, race, disability, age, sexual orientation, gender, religion or belief, marital status, pregnancy or maternity.

To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would appreciate you taking the time to complete our online form: [**[LINK HERE]**](https://forms.office.com/e/AU8h27M7k6)

Any information you provide will be treated in the strictest confidence, it will not be linked in any way to this application and will not form part of the recruitment selection process.

**Please complete this application form in type or write clearly in black ink**

**Your Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s) |  | | |
| Surname |  | | |
| Home Address |  | | |
| Mobile number |  | | |
| Email Address |  | | |
| Hobbies/Interests |  | | |
| How did you become aware of this vacancy? Please highlight an option or write your own response | | | |
| Space Website | | Goodmoves Website | Indeed Website |
| Social Media | | Space Employee | Word-of-Mouth |
| Other: | | | |

**Personal Statement**

**If you would like to add a personal statement in addition to your application form and cover letter, please provide it here.**

|  |
| --- |
|  |

**Employment and Volunteering**

|  |  |
| --- | --- |
| Name of current employer/organisation |  |
| Address of organisation |  |
| Post held |  |
| Date appointed |  |
| Current salary |  |
| Reason for wishing to leave |  |
| Notice period |  |
| Main duties and responsibilities |  |

**Previous Employment or volunteering. Please list in chronological order**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer/Organisation | From | To | Post held and brief description of main duties |
|  |  |  |  |

**Courses, qualifications and education**

**Please list anything relevant to this post, list them in order of the most recently completed first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name | Place/Agency | Year Completed | Grade (if relevant) |
|  |  |  |  |

**Skills and Experience**

**Using the essential and desirable requirements from the Person Specification for this role, please let us know in your own words how your skills and experience make you the right person for the role.**

|  |
| --- |
|  |

**Referees**

Your first referee should be your present or most recent employer. Referees will only be approached if you are the first choice candidate after interview.

|  |  |
| --- | --- |
| **Referee 1** |  |
| Full name |  |
| Job title |  |
| Organisation |  |
| Email address |  |
| Telephone no. |  |
| **Referee 2** |  |
| Full name |  |
| Job title |  |
| Organisation |  |
| Email address |  |
| Telephone no. |  |
|  |  |

**Thank you for completing this application form!**

Please return it either by e-mail to [careers@spacescot.org](mailto:careers@spacescot.org) or via post to:

Human Resources

Space @ The Broomhouse Hub

79-89 Broomhouse Crescent

Edinburgh

EH11 3RH

Any applications received after the closing date will not be reviewed.