**Volunteer Coordinator**

Part time 21 hrs per week

12 months with intention to secure future funding

**Closing Date for Applications: 5pm on 30 June 2025**

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:** Please give the details of two referees, one of whom should be your present or most recent employer. Referees will only be contacted for the successful applicant.

| **Name** |  | **Name** |  |
| --- | --- | --- | --- |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Email** |  | **Email** |  |
| **Telephone** **number** |  | **Telephone number** |  |
| **Relationship to applicant** |  | **Relationship to applicant** |  |

**Notice period required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What connections do you have to the organisation?:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. Are you related to a staff-member or Trustee? Are you a current or former Client or Volunteer?)

**Please specify any special arrangements you require to perform this role and/or complete an interview as the result of, for instance, illness or disability:**

FOSS believes that good management practice recruits the best person for the job, and that person may have an unspent criminal record. 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. **If you have a court appearance pending, have been charged by the Police, or have ever been convicted of a criminal offence, please give details including dates, unless deemed spent under the rehabilitation of Offenders Act 1974:**

**Data Protection:** We take our privacy obligations 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 will share this information with staff and Trustees involved with administration and our payroll provider. If you are not successful, we may hold your information securely for up to six months.

**Declaration**

Please read carefully, sign and date

I confirm that the information provided in this application is true and correct to the best of my knowledge, and can be verified by references from previous employers and/or professional bodies specified, for which checks in the context of this application I give my consent. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

I agree to a Disclosure Scotland Check should my application and interview be successful. I will also provide suitable identification to prove that I have permission to work in the UK and understand that I cannot begin work until such identification has been supplied.

I will provide all information and qualification certifications as requested by Friends of Scottish Settlers in a timely manner, in order to enable the Organisation to verify my eligibility and suitability to work in this post.

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that in accord with equal opportunities practice, the remainder of the application will be detached so that the shortlisting process is anonymised. CVs will not be considered and if submitted will be disregarded.**

**Relevant education, professional or vocational training, etc.**

Please give brief details of qualifications and training you have obtained that are relevant to this post, including year of completion

**Employment History and relevant experience**

**Present / most recent employer:**

Address:

Job Title:

Date of taking up post:

Date of leaving post (if relevant):

Salary:

Brief description of your responsibilities:

**Previous Employment:**

List all previous paid positions, including job title, organisation, dates employed, brief outline of responsibilities, and reason for leaving. Please account for gaps in employment. If you have held voluntary positions, membership of professional bodies, have life experience or special interests relevant to this post that would support your application, please include these here, as well.

**How well do you meet our Person Specification?**

Guidelines: This is the most important section and will give us the information we need to understand if you are right for this post. You **must** number your answers in relation to each point in the Person Specification. Please do not simply duplicate what the Person Specification states. For instance, if the Person Specification asks for "ability to" or "commitment to" you must demonstrate your ability or commitment by referencing specific examples from your academic, employment, voluntary or personal experience.