**Message from the CEO**

Dear Applicant,

***Are you passionate about bringing people together? If so, this is your chance to advocate for inclusion, combat misinformation, and support communities to thrive together.***

I thank you for your interest in applying for the Senior Community Engagement and Advocacy Coordinator position with The Welcoming Association.

Given recent tensions in parts of Scotland and southern UK between local /host communities and New Scots, we believe there is an urgent need to enhance proactive community cohesion efforts.

This role will work closely with me to lead this significant new area of work for our organisation. We are initially advertising the post for 21 hours per week, and it is currently funded for two years, with the potential to increase to full-time if workload demands grow after observing it for 6-12 months.

The other point I want to mention is that the tasks listed in the job description are for a full-time role, and we will only expect 60% effort from the post holder.

People from Black, Asian, and Minority Ethnic communities, LGBTQ+ communities, and people with disabilities are underrepresented in the Welcoming Association's workforce. Therefore, we strongly encourage applications from members of these groups who meet the essential criteria.

Best wishes,

Tesfu Gessesse

Chief Executive Officer

The Welcoming Association

**Please read before submitting your application**

1. Please email your completed application form by the closing date of **11.30am on** **Friday 19th September** to alex.alderton@thewelcoming.org.
2. Please note that we do not accept CVs.
3. Please submit your application form in **Word format** rather than PDF.
4. Please complete and submit the online Equality and Diversity Monitoring form <https://forms.gle/A962nPktwjAs2SCr8>  along with your application. This information helps The Welcoming to better serve our community by understanding who we are attracting to our organisation. This information is used for monitoring purposes only. It will be held anonymously and will not be seen by those responsible for making selection decisions.
5. Please note that The Welcoming Association cannot provide individual feedback on applications which are not selected at the shortlisting stage. Individual feedback will be offered only to candidates who attend an interview.
6. Interviews are scheduled to take place week commencing 6th October 2025.
7. If you are invited to an interview, please let us know in advance if you require any reasonable adjustments. Wherever possible, interviews will be held in person.
8. If you are successful at the interview, any subsequent offer will be conditional on receipt of two satisfactory references, proof of right to work in the UK, and proof of any relevant qualifications will be required for our records.

**Data Protection Statement**

The Welcoming Association treats personal data collected during the application process with strict confidence, in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in Welcoming’s Privacy Notice. Application forms, shortlisting notes, and interview notes related to unsuccessful candidates are retained for six months after the interview.

**Section 1: Personal Information**

|  |  |
| --- | --- |
| **Full Name or Initials**  |  |
| **Full Home Address / or Postcode**  |  |
| **Email:**  |  |
| **Home Phone Number:**  |  |
| **Mobile Phone Number:**  |  |

**Section 2: Education and Training**

Please provide details of secondary and Higher/Further Education, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Awarding Body/Institution** | **Qualification/Certificate** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Please give details of any other training or professional development completed which you feel may be relevant to this application.** |
|  |

**Section 3: Employment History**

Please provide details of your employment history, both paid and voluntary, starting with the most recent. Please add additional rows if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Paid or Voluntary?** | **Employer**  | **Job Title and Main Responsibilities**  | **Reason for Leaving**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **What is your notice period in your current role, if applicable?**  |  |

**Section 4: Personal Statement**

|  |
| --- |
| **Please describe what attracts you to this role, with reference to The Welcoming’s ethos and values.** (max. 300 words) |
|  |
| **Please outline how you feel your skills, experience, knowledge, achievements, and personal attributes are relevant to this role, with reference to the Job Description and Person Specification.** (max. 500 words)  |
|  |

**Section 5: References**

Please provide details of two people who are willing to act as referees in support of your application. Both should be from employers listed in Section 3. One should be from your most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **1st Referee** | **2nd Referee** |
| **Name:**  |  |  |
| **Job Title:** |  |  |
| **Organisation:**  |  |  |
| **Work relationship to you:**  |  |  |
| **Address:** |  |  |
| **Email:**  |  |  |
| **Phone:**  |  |  |
| **May we contact this referee before interview?** |  |  |

**Section 6: Declarations**

|  |  |
| --- | --- |
| **Do you have any convictions that are not treated as spent under the terms of the Rehabilitation of Offenders Act 1974?** |  |
| **If you have answered yes, please provide details.**  |  |

|  |  |
| --- | --- |
| **Do you know any employee or Board member at The Welcoming?** *(This information is required to ensure appropriate selection of the shortlisting and interview panel. This will not affect your application.)* |  |
| **If you have answered yes, please provide details, including their relationship to you.**  |  |

|  |
| --- |
| **I verify that, to the best of my knowledge, the information supplied on this application form is correct.****Please sign with your initials or signature and date below.**  |
|  |