



Application form: Community Project Officer

Please answer the questions below (please keep your answers as brief as possible) and return to vacancies@hiberniancf.org along with your CV by 9am on Monday 22 September 2025.

We recommend you use the STAR model approach, or a similar approach that you prefer, when answering these questions. For more information, see the National Careers Service webpage [The STAR Method](#).

To allow us to anonymise the initial shortlisting process please do not include your name on this application form. We initially only read this application form (and not your CV) so keep this in mind when answering the questions. Your CV will be read towards the end of the process, after we have read all the application forms.

Please note that this post is subject to a Disclosure Scotland PVG check.

1. Do you have the legal right to work in the UK?

Yes / No

Please note that if your application for this role is successful, you will be required to provide evidence of your legal right to work in UK.

2. What experience do you have of managing and delivering programmes or projects for children and young people (maximum 150 words)? If your example involves grassroots sport or community programmes this would be particularly relevant.

3. Please describe a time when you wrote a report, created a budget, and/or made a funding application (maximum 150 words).

4. How have you demonstrated strong communication skills in a work or volunteering environment? Please give us an example (maximum 150 words).

5. Tell us about a time when you demonstrated teamwork across a team that included a range of internal and external team members e.g. partners, participants and colleagues (maximum 150 words).

6. Tell us about a time when you used your skills at motivating people to encourage participation (maximum 150 words). If you have an example of participation in the design and development of programmes or activities, that would be particularly relevant.

7. Do you have a full UK driving licence (desirable, but not essential)? Yes / No

8. Do you have a SFA 1.3 or UEFA C coaching qualification (desirable, but not essential)? Yes / No

9. If you have anything to say about the points below, we'd love to hear a little more (maximum 250 words). Don't worry if there's nothing you'd like to add.

- Awareness of education and third sector youth services in Edinburgh.
- Experience of recruiting, managing and working with volunteers.
- Experience of devising measures to capture project outcomes.

10. Is there anything else you would like to add to support your application (maximum 150 words)? Again, don't worry if there's nothing you'd like to add.

11. We will be holding in-person interviews at Easter Road Stadium on Monday 29 September 2025. Please tell us what times you are available on this date.

If you're not available on this date, detail your availability on Wednesday 01 October. If you would only be able to attend an online interview please let us know.

The interview questions will build on the questions asked here and will also cover the following essential skills/experiences:

- Knowledge of games, sports, and arts & crafts activity suitable for group participation.
- Good awareness and understanding of child wellbeing and safeguarding principles and processes.
- An understanding of the challenges faced by children and young people in our local community.
- Passionate about offering superior services; empathetic and supportive.

12. Where did you see this job advertised? (e.g. GoodMoves, SportScotland or EVOC, or on our website, LinkedIn, Twitter/X, Instagram or Facebook.)