

Programme and Community Development Lead application form

- Please note this is a shared document for all applicants to view only. If you would like to edit your answers before applying you will need to download the form in your preferred format. You can do this through the File menu.
- We will only consider applications made through [the application form](#). If you need any assistance with your application please contact us on hello@thesocialchangeagency.org

Confidential Information

In line with our Equality and Diversity policy, the following information will not be shared with the Recruiting Manager(s) during the initial shortlisting. After shortlisting some of the information below will be provided as necessary.

First Name

Surname

Email

Phone Number

Home Address

Supplementary Information		
Do you have the unrestricted right to work in the UK?	Yes	No
How did you first hear about this job?		
Would you like us to keep your information on file and be considered for any future job opportunities?		

Education and/or relevant qualifications
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Name of Institution	Subjects Studied	Grades Attained	Dates (from - to)

References		
	Referee 1 (current employer if applicable)	Referee 2
Name: Organisation: Position: Address: Phone Number: Email Address:		

*References will only be contacted when a verbal offer of employment has been given.

Employment History (most recent first)	
Organisation	
Position held	

3-5 key responsibilities or achievements Dates (from - to) Reason for leaving	
Organisation Position held 3-5 key responsibilities or achievements Dates (from - to)	
Organisation Position held 3-5 key responsibilities or achievements Dates (from - to)	

After six places of employment please only list the organisation, position, and dates

Please list any voluntary work you feel is relevant to the position:

Skills Please detail any other relevant skills you have here, for example: Microsoft Office, Google Suite (Sheets, Slides), project management tools, budget management tools, facilitation, customer relationship management programmes (CRMs) etc. Please give details of how you have used them and the level of experience you have (e.g. basic, proficient etc.).	
Skills:	How used:

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Experience

Please answer the following questions related to the person specification, giving tangible examples, how they relate to the role, and any achievements and learnings that you would like to share. The word limit for each question is 300 words.

Please outline why you would like to work for The Social Change Nest. (100 words max)	
Please give us an example of where you have undertaken community development/organising and/or network weaving. Describe a challenge and how you overcame it. (300 words max)	
Outline your experience of working with budgets and designing and managing projects. Give examples of your successes and challenges through this experience. (300 words max)	
What is your approach to facilitating groups? (100 words max)	
Please give an example of your time management skills and ability to manage competing priorities. (100 words max)	

Please describe an achievement
you are proud of and why. (300
words max)