Bristol Cable - Workplace Lead - application questions

- This document is for drafting your answers to the questions.
- Please download it or make a copy (File -> make a copy).
- When ready to submit, please submit your answers on the application page.
- There is no deadline to submit your application, as we are interviewing on a rolling basis until the position has been filled.

Please use examples where possible, and be specific about the role you had.

1. **Name**

2. **Email**

3. **Phone number**

4. **Home address**

5. **Do you have legal eligibility to work in the UK?**
   [Yes/no]

6. **Why are you interested in taking on the Workplace role at the Bristol Cable?**
   [Max: 250 words]

7. **What experience do you have in developing and managing organisational budgets?**
   This could include, but is not limited to: budget development and/or management, accounting or bookkeeping.
   [Max: 250 words]

8. **Tell us about your experience of developing and managing office systems and processes?**
   [Max: 250 words]

9. **What experience do you have in project management?**
   [Max: 250 words]

10. **What experience do you have with grant budgeting and grant reporting?**
    Note: this experience is not essential, but if you do have experience – personal, voluntary or professional – we're keen to hear about it!
    [Max: 250 words]

11. **Please list any training or education you have had which is relevant to this role.**

12. **Please list your previous roles and employment history (paid or unpaid work).**
    Please clearly format it including the organisation/group, your position, start date, end date, and key responsibilities.

13. **Is there anything else we should know about you or your application?**
    This is space for including anything you think is relevant that you want to mention but didn't have space for. This is optional.
    [Max: 150 words]

14. **How did you hear about this job?**