

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?