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To make a copy: File > Make a Copy OR Download in an editable format.

To submit your completed application: Save the application as a .DOC with the name "NAME_Edinburgh_Member Defence Organiser" and send to **recruitment@livingrent.org**

For office use

Number:	
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Living Rent Member defence Organiser

Application Form

Please complete this form in type or black ink. Answer all the questions in the spaces provided. Do not exceed the space provided and do not write in a font smaller than 11. Please do not send your CV. **If you require an alternative format or method to complete this application please contact us as soon as possible so that reasonable adjustments can be made.**

Your application will be considered on the basis of the requirements of the post as set out in the job description and person specification. The front page of this form and the equal opportunities monitoring form will not be sent to the shortlisting panel.

Job Title:	Member Defence Organiser
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Last Name	
Other Names	
Address (including postcode)	
Contact Numbers (work, home and mobile)	
Email address	

How did you find out about this job?	
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Declaration

I declare that the information given on this form is correct and can be treated as part of any contract of employment. Giving false information will give my employer the right to terminate any contract offered. I understand that my appointment would be subject to a criminal record check (Disclosure).	
Signed:	Date:

If you can't sign the form because you are sending it by e-mail you will need to sign it if you are offered the job.

The rest of this page has intentionally been left blank so that we can separate your personal information from the main part of your application.

For office use

Number:	
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Employment details

Name and address of current or most recent employer	
Job title	
Dates from / to	
Current salary/ wage	
Notice period	
Reason for leaving	
Below, please briefly describe your duties and responsibilities	

Previous employment

Please list all your previous paid employment, starting with the most recent (add additional rows if needed).

Name and address of employer:	Job title:	Dates from/to:	Reason for leaving:

Education

Please start with the most recent.

School/ College/ University	Course/s and result/s	Date:

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Training

Please start with the most recent

Course attended:	Date:

Interest

Please give brief overview of why you want this job (200 words max)

Experience

Please tell us how your previous employment, training, voluntary work or other experiences make you a good fit for the role (350 words max)

Desired candidate will have experience in **one or more** of the following:

- Recruitment, sales or customer facing roles;
- Fundraising roles, particularly on the street, door-to-door or on the phone;
- Experience of education and training
- Experience of management, mentoring or coaching (staff and/or volunteer)
- Experience of workplace organising
- Experience of working with volunteers or members of an organisation

Ability

Please tell us why you are suitable for this job. Briefly, address the following points.

1. Ability to recruit members
2. Ability to motivate and develop the potential of others in a 1-to-1 setting (particularly those different to you);
 - a. Experience of motivating people to participate in activity or to do something
3. Ability to train, motivate and develop the potential of others and provide support to a range of people
 - a. Experience of teaching, training and/or mentoring
4. Ability to develop and manage a team with set aims and targets to produce results;
 - a. Experience of effective team work, supporting teams of volunteers, delegating work appropriately, or identifying training needs of others
5. Ability to think strategically and creatively to develop solutions to problems;
 - a. Experience of analysing information and data, developing action plans, developing solutions to resolve problems or making decisions within guidelines
6. Ability to plan and organise under pressure
7. Ability to communicate well verbally and in writing;
 - a. This might include experience of mentoring and coaching, making presentations, or writing newsletters, leaflets or marketing materials
8. Ability to consistently do to weekly desk working/administrative tasks, using documents and spreadsheets
9. Ability to work in a team and work towards targets

It is important to give examples of what you have done rather than just say you can do something and share experiences (500 words max)

Attitudes and values

Please tell us why you are suitable for this job. Very briefly, address how you have:

1. A willingness and enthusiasm for speaking to strangers all year round, at their doors, on the street or on the phone
2. A willingness to learn
3. An understanding of and commitment to the principles of fairness, equality, democracy and social/economic justice
4. A working knowledge of the role of activism in politics and economics and the social and political environment in which the organisation operates
5. A high level of personal organisation
6. Self motivation and adaptability
7. Positive attitude and ability to handle rejection and complaints

It is important to give examples of what you have done rather than just say you can do something and share experiences (250 words max)

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Referees

Please provide two referees. One should be your present or most recent employer. The other should be someone who has known you through your work or education. We accept as a second reference a character reference. All appointments are subject to satisfactory references.			
Name: Address: Postcode: Tel: E-mail:		Name: Address: Postcode: Tel: E-mail:	
How do you know this person?		How do you know this person?	
May we contact this referee before the interview?		May we contact this referee before the interview?	

Please return your completed application form and Equal Opportunities Monitoring Form no later than Sunday 4th of Oct, 6pm.

Please email them with the subject matter: 'NAME_Edinburgh_member defence organiser' to recruitment@livingrent.org