|  |  |  |
| --- | --- | --- |
|  | **APPLICATION FORM**  **POSITION APPLIED FOR:**  **Administrator**  **CLOSING DATE: 28th November 2022**  **INTERVIEW DATE: 30th December 2022** |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name |  |
|  |  |
| Address |  |
|  |  |
| Telephone Number |  |
|  |  |
| Email Address |  |

|  |  |  |
| --- | --- | --- |
| Nationality |  | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes | No |
| If no, please provide details of work visa/permit including expiry date. |  | |

**PERSONAL STATEMENT**

Please tell us briefly how you feel you could contribute to our work. **(300 words maximum)**

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|  |

**PERSON SPECIFICATION**

The successful candidate should be able to demonstrate that they have most of the skills, experience or knowledge detailed on the job description. Referring to this, please provide examples below **(150 words maximum per section)**

|  |  |
| --- | --- |
| Please outline your experience in an administrative role. |  |
| Please outline the financial administrative duties you have experience of. |  |
| Please outline what HR administration you have experience of. |  |
| This role will sometimes have competing demands on your time, please explain how you would manage this. |  |
| Please outline what experience you have managing social media accounts for an organisation. |  |
| You will be dealing with enquiries from the general public and occasionally you will be required to promote the NLP in person at events. What experience do you have of being in a public facing role? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills / qualifications** | **Yes** | **No** | **Expiry Date / Comments** |
| Full, valid driving licence |  |  |  |
| Do you have any charges pending that may affect your licence? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IT SKILLS** | **No Experience** | **Beginner** | **Intermediate** |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| SAGE |  |  |  |
| Website maintenance |  |  |  |
| Social media |  |  |  |

**PERSON SPECIFICATION - DESIRABLE CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/ Qualification** | **Yes** | **No** | **Expiry Date / Comments** |
| D1 classification on driving licence to be able to drive the minibus |  |  |  |

**ENVIRONMENTAL CONSERVATION AND VISITOR IMPACT MANAGEMENT**

The Nevis Landscape Partnership is an environmental charity working to manage the unique heritage of the Nevis Area amid many competing pressures of fragile ecosystems and high visitor numbers. Please tell us of your experience in this sector either as a fundraiser or as a person who enjoys the outdoors. (**200 words maximum)**

|  |
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|  |

**MOST RECENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (Month & Year) | | Employers Name & Address | Position Held | Reasons for leaving |
| From | To |  |  |  |
|  |  |

**Responsibilities / Nature of duties in this post (150 words)**

|  |  |
| --- | --- |
|  | |
| **Current Salary** | **Notice Period** |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Employers Name** | **Position Held** | **Reasons for leaving** |
|  |  |  |  |  |

**EDUCATION AND RELEVANT TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Education Establishment | Subject | Level/Title of Examination | Grade Achieved | Date of Achievement |
|  |  |  |  |  |

**MEMBERSHIP OF RELEVANT PROFESSIONAL ASSOCIATIONS**

|  |
| --- |
|  |

**REFERENCES**

Please give details of two referees, one of whom should be from your current/last employer. Any offer of employment will be conditional upon receipt of a satisfactory reference from your current employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone Number |  | Telephone Number |  |
| Email Address |  | Email Address |  |
| Position Held |  | Position Held |  |

|  |  |
| --- | --- |
| Please tell us where you found out about this vacancy. |  |

**APPLICATION PROCESS**

Candidates should email the completed Nevis Landscape Partnership application form to:

Lizzie Cooper, Partnership Manager [lizzie@nevispartnership.co.uk](mailto:lizzie@nevispartnership.co.uk).

Please note the closing date given above. Late submissions will not be considered.

Please note the interview date given above and ensure you would be free to attend if invited.

**DATA PROTECTION ACT**

The personal information collected on this form will only be used for the purposes of recruitment and selection for the post you have applied for with the Nevis Landscape Partnership. The information will not be used for any other purpose nor will it be disclosed to any third party.

**DECLARATION**

The details on this application form are correct to the best of my knowledge. I understand that if my application is subsequently discovered to be false or misleading, or that I have withheld relevant information, my application will be disqualified or, if I have already been appointed, I may be dismissed.

Signature: Date: