

# Application Form: Community & Membership Liaison

# Application Deadline: midnight on Sunday 23rd February 2020

To apply for the position, please complete this form and send it, along with your CV, to [ailsa@thestove.org](mailto:ailsa@thestove.org). We will confirm receipt as soon as possible.

By making an application you are also declaring yourself available to attend an interview in Dumfries on Wednesday 4th March.

**NAME:**

**ADDRESS:**

**TELEPHONE:**

**MOBILE:**

**EMAIL:**

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| **SUPPORTING STATEMENT** |
| **Please tell us why you would like to work in this role for The Stove (300 words maximum):** |

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| **More questions:** | |
| **The following are essential abilities required in the role. Please describe your capability/experience for each (aim for 40 words each):**   1. **A friendly and open manner** 2. **Skilled in engaging, motivating and supporting community participants from diverse backgrounds** 3. **Excellent communication skills - verbal, written, online** 4. **Community focused with a strong commitment to equal opportunities, and social inclusion** 5. **Excellent administrative and organisational skills** 6. **Solid IT skills, particularly Excel, Word, Mailchimp, Social Media** 7. **Ability to prioritise your workload and work on your own initiative** 8. **Good listening skills** 9. **Good advocacy and networking skills** 10. **Ability to work some evening/weekend hours** 11. **Ability to occasionally travel away from Dumfries** 12. **Ability to relate to and work well with a wide cross section of society** | |
| **The following abilities are desirable but not essential. Please describe any relevant experience or involvement: (aim for 40 words each):**   1. **Experience of working within an arts organisation** 2. **Interest in socially engaged arts** 3. Experience of equalities, diversity and inclusion, reaching out to discrete communities 4. **Environmentally-aware/green ethos** 5. **Experience of managing volunteers** 6. **Good network of contacts in relevant sectors** | |
| **Please tell us how you feel you could contribute to our culture through both your professional and personal interests. (300 words maximum)** | |
| **REFERENCES:** | |
| Please provide information of two referees who are willing and able to give an opinion on your abilities and academic/professional experience. One referee should be your present or past employer. Referees will only be contacted for shortlisted candidates. | |
| Name:  In what capacity do you know this person (eg employer)?  Address:  Email:  Tel No:  May we contact this person prior to interview? Yes/No | Name:  In what capacity do you know this person (eg employer)?  Address:  Email:  Tel No:  May we contact this person prior to interview? Yes/No |
| If your present employer is not given as a reference, please state the reason why.  If an offer is made and accepted we reserve the right to contact your present employer. | |
| **ADDITIONAL INFORMATION:** | |
| * Do you hold a current driving licence? Yes / No (If yes, is it a Full / Provisional licence?) * Are there any restrictions to your residence in the UK which might affect your right to take up employment with The Stove? Yes / No * If Yes, please provide details: * If you are successful in your application, would you require a work permit prior to taking up employment? Yes / No * Is there anything we should know to offer you a fair selection interview, e.g. wheelchair access, a BSL interpreter, etc. | |
| **GDPR** | |
| The information comprising you application will be stored electronically. The information will be used in the selection process, and, if you are appointed, will also be used for the purposes of human resources administration. Such usage will be subject to the provisions of the Data Protection Act 2018. | |
| **DECLARATION**  I hereby declare that the information contained in this form is to the best of my knowledge correct. I understand that any wilful misstatement renders me liable to disqualification or instant dismissal if engaged.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |