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| --- | --- | --- |
|  | For Admin use only |  |
| Application Number |  |
| Interview offered | Yes / NO |

CARERS SUPPORT BRISTOL AND SOUTH GLOUCESTERSHIRE.

**Vassall Centre, Gill Avenue, Fishponds, Bristol BS16 2QQ**

|  |  |
| --- | --- |
| **Post applied for** | Chief Executive Officer |

**Notes**

1. Carers Support does not accept CVs (unless specifically stated) and all applications must be made via application form. Please complete this form fully as all the information requested is needed both so that we can appoint the most suitable candidate, and to safeguard the children and vulnerable adults we work with. **Post holders will be required to undertake a Disclosure and Barring Scheme check and will need to produce evidence of their eligibility to work in the UK.** This post is exempt from the Rehabilitation of Offenders Act, all convictions must be listed, as requested. In order to safeguard our service users, please note that we will terminate the employment of or withdraw offer of employment from anyone found to have failed to declare a conviction, caution or pending police action or having been subject to police investigation.

2. Before shortlisting, the information on the first two pages is removed to ensure you are assessed solely on your ability to compete for the post for which you have applied. **Please do not add your name anywhere else on the form.**

3. Please take the opportunity to say anything you feel will support your application. Your application will be assessed against the person specification for the post, please make sure you read this and show how your experience is relevant.

**Section 1 : Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** |  | **Landline No:** | |  |
| **Address (inc postcode)** |  | **Mobile No:** | |  |
|  | | |
| **Email:** |  | |

Do you hold a current full driving licence? o Yes o No

# Section 2 : References – (To be taken up after interview)

Please give the names of two referees, ***one of whom should be your current or most recent employer***.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Company** |  |  |
| **Address (inc post code)** |  |  |
| **Tel No** |  |  |
| **Email** |  |  |
| **Relationship** |  |  |

**Section 3**

Because of the nature of the post for which you are applying, please list all convictions, cautions, pending police action or any police investigation you have been subject to. In the event of you being employed in this post, failure to disclose any information requested will result in dismissal.

|  |  |
| --- | --- |
| Have you ever been convicted of any court offence/been cautioned,  or are you subject to any pending police action or investigation? | o Yes o No |

If yes, please provide details of offence, date, and sentence in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for appointment (depending on the nature of the offence and when it happened you may or may not be disqualified). Alternatively you can email the information to us if you feel it appropriate.

Please **do not** put details on this form. Such information will be confidential to the appointment panel.

|  |  |
| --- | --- |
| Are you currently on the Independent Safeguarding Adults (ISA) register –  if so please give your register number. | o Yes o No |

# Section 4: Declaration

|  |  |
| --- | --- |
| Are you subject to immigration control? | o Yes o No |
| Are you free to take up employment in the UK? | o Yes o No |

**You should only sign this once you have completed all sections and have evidence of your eligibility to work in the UK.** If any information recorded here is subsequently found to be untrue or inaccurate any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Application forms for unsuccessful applicants will be held on file for one month to enable us to give feedback, after this time they will be destroyed.

I declare that to the best of my knowledge and belief the information given on this application form is true and correct and that I am eligible to work in the UK.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

**Note:**

Please remember to complete and email/post the separate equal opportunities monitoring form (available from our website).

**Section 5: Education, Relevant Training, Professional Development and Qualifications**

Please include details of all education, relevant training and professional development, starting with the most recent first. (Please insert additional lines as necessary.)

|  |  |
| --- | --- |
| Dates from - to | Qualifications obtained |
|  |  |
|  |  |
|  |  |

**Section 6: Employment history**

Please begin with your current or most recent employment. Please include details of any relevant voluntary work. Please fill this into the nearest month. Please show any gaps and provide a brief description of what you were doing during that time.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer / voluntary organisation | Dates employed from - to | Position held and main duties | Reason for leaving |
|  |  |  |  |
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**Section 7: Further Information**

Please complete each section below giving evidence of your skills/experience in each area. (Please expand the response sections or continue on a separate sheet if necessary. All evidence is essential unless otherwise stated. Brief responses are acceptable.

## Experience/knowledge

* + - Experience of management at a senior level, within a large or small Private, Public or Third Sector organisation.
* Financial management experience, including setting and monitoring of substantial budgets and interpreting financial reports
* Demonstrable leadership skills to motivate, develop, delegate and lead staff and volunteers.
* Track record of attracting and developing new business opportunities
* Experience in overseeing successful tenders and fundraising bids
* Experience of monitoring and evaluating projects and services, including responding to the differing requirements of funding bodies, contractors and service users
* Experience of policy and strategy development.
* Experience of negotiating at a senior level and across sectors
* Experience of achieving and implementing quality standards
* Good understanding of the views and needs of carers and the current legislative framework relating to them.
* An understanding of good practice in service user involvement in policy, planning and representation work
* Excellent understanding of Employment and Equalities Legislation
* Experience of lobbying and influencing policy makers

## Skills

* + - Excellent written and verbal communication and presentation skills.
    - Ability to conceptualise and think strategically.
    - Excellent IT skills.
    - Business and commercial acumen
    - Ability to establish good working partnerships with trustees, staff, volunteers, external agencies and funders.
    - Empathetic and an excellent listener.
    - Self-motivated and resilient.
    - Resourceful, innovative and creative.

## Attributes

## Strong emotional intelligence, enabling the development of effective relationships at all levels.

## Ability to work on own initiative, manage time effectively, prioritise own workload and work to tight deadlines.

* Commitment to and able to work in a way that promotes and respects equal opportunities, diversity and inclusion.

## Other

* + - Flexibility to work very occasional evenings and weekends as required.
    - Able to travel throughout Bristol and South Gloucestershire

## DESIRABLE

## Experience/knowledge

* Knowledge of community care, health and children’s services structures and provision.
* Experience of working with carers and or service users
* Understanding of the legal duties of charities
* Experience of media work
* Education to an appropriate level and evidence of continuing professional development in a relevant subject or discipline
* Experience of the third sector in a paid or unpaid capacity