

Jubilee Debt Campaign
PO Box 965
Worcester
WR4 4JA

# Please return this form to: application@jubileedebt.org.uk

Closing date: **9am, Wednesday 9 December 2020**

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| **Application Form** |
| Post applied for |  | Where did you hear about this post? |
| Head of Advocacy |  |  |
| What is your notice period? |  | If successful, when could you start? |
|       |  |       |
| **Personal details** |  |  |
| Title |  | First name(s) |  | Surname |  | Address for correspondence |
|       |  |  |  |       |  |       |
| Work telephone number |  |
|       |  |
| Home telephone number |  |
|       |  |
| Mobile telephone number |  | E-mail address |
|       |  |       |
| If we need to call you at work we will not identify who we are or why we are calling. – may we contact you at work? Yes/No |
| **References**Please give details of two referees who have known you in a work context. One referee must be your line manager at your current/last employer. We will not contact your referees unless you are conditionally offered the post. |
| Name |  | Name |
|       |  |       |
| Position held and relationship to you |  | Position held and relationship to you |
|       |  |       |
| Organisation and address |  | Organisation and address |
|       |  |       |
| Telephone number |  | Telephone number |
|       |  |       |
| Email address |  | Email address |
|       |  |       |

**Relevant employment**

**Current or most recent employment/experience first. Please include all relevant work, whether permanent, temporary or voluntary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Employer’s name | Job title and salary | Description of main responsibilities and achievements | Reason for leaving |
|       |       |       |       |       |       |

**Education or training**

**Please list details of your educational/professional qualifications and any relevant training.**

|  |  |  |
| --- | --- | --- |
| Date | Qualifications/training  | Grade attained |
|       |       |       |

**Supporting information**

Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. Wherever possible, provide examples from your experience. This could be from either current or previous employment, volunteering, activism or any other hobbies or interests. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for shortlisting. This section of the application **should not exceed 3 pages of A4.**

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| ESSENTIAL * A track record of securing policy and/or legislative change through impactful advocacy, including building relationships with political stakeholders from across the political spectrum

     * A passionate interest in the politics of social change

     * A strong understanding of the workings of Westminster and Whitehall

     * Proven ability to quickly get up to speed on complex issues and to communicate them clearly and accessibly

     * Ability to thrive in a small, dynamic, growing organisation where you will drive your own projects as well as shape the organisation’s overall approach

     * Demonstrable leadership and team-working skills, including ability to manage, motivate and support others and willingness to ‘pitch in’ at all levels of work

     * Excellent written and verbal communication skills, including the ability to adapt communications for a range of audiences

     * Strong project management skills, including experience of devising and managing project budgets

     * Excellent prioritization skills, effectively juggling a busy workload and handling regular deadlines and last-minute requests

     * Experience of working constructively in coalitions

     * Experience of managing staff or volunteers

     * A keen interest in media, messaging and strategic communications

     * Generosity, sensitivity and humility to work with people with different perspectives

     * Strong commitment to social and economic justice and to tackling all forms of oppression, bigotry, and exclusion

     * Support and enthusiasm for Jubilee Debt Campaign’s vision and mission

     * Willingness to occasionally work evenings and weekends and to undertake domestic and overseas work trips

     DESIRABLE* Understanding of policy issues relating to debt, poverty, macroeconomics, finance, or international development

     * Experience of advocacy at the IMF, World Bank or other international institutions

     * Experience of devising and implementing media strategies and liaising with journalists

     * Experience of successful fundraising from trusts and foundations

     * Experience of working with campaigners and supporters of a campaigning organisation

     * Experience of public speaking and being a spokesperson in the media

     * Copy-editing skills

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**Additional Information**

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| Are you subject to any conditions relating to your employment in the UK? If yes, please specify below | Yes [ ]  | No [ ]  |
|       |
| Have you any unspent convictions for criminal offences subject to the provisions of the Rehabilitation of Offenders Acts 1974 and 1984? | Yes [ ]  | No [ ]  |
|  |

**Declaration**

In accordance with the Data Protection Act 2018, I give my consent for the information in this form to be processed for the purposes of recruitment and employment. I understand that, if I am appointed, this application form will become part of my personnel file and record. If I am not appointed it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that should any false statements or omissions be made, this may lead to dismissal.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |
|       |  |       |

Applications received after the closing date will not be considered.