

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? | |
| Senior Policy and Research Officer | | | | |  | |  | |
| 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   * Proven ability to plan and deliver research which contributes to campaign or advocacy goals      * Proven ability to analyse statistics, including for use in campaigning or with the media      * Proven ability to calculate and create new statistics from datasets, for use in campaigning or with the media      * Proven ability to understand and clearly communicate issues of poverty, inequality, or economics to a wide variety of audiences      * Sharp policy analysis skills, and experience of developing policy positions on economic or social issues      * Excellent writing skills – particularly writing for politicians, activists, and the media      * Strong networking, relationship-building and communication skills      * Ability to organise and manage a busy workload      * Experience of campaigning to achieve policy change objectives (in either a paid or voluntary capacity)      * Ability to work to deadlines and take responsibility for delivering projects without day-to-day supervision      * Effective project management skills, including putting systems in place, planning, monitoring and evaluation      * A positive, can-do attitude, willingness to ‘pitch in’, and ability to work collaboratively as part of a team      * Commitment to social 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   * Experience of public speaking      * Experience of successfully lobbying decision-makers such as MPs      * Experience of working constructively in coalitions      * Fluent in French, Spanish, Portuguese or Arabic |

**Additional Information**

|  |  |  |
| --- | --- | --- |
| 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.