

Jubilee Debt Campaign
PO Box 965
Worcester
WR4 4JA

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

Closing date: **9am, Wednesday 24 March 2021**

|  |
| --- |
| **Application Form** |
| Post applied for |  | Where did you hear about this post? |
| Executive Director |  |  |
| What is your notice period? |  | If successful, when could you start? |
|       |  |       |
| **Personal details** |  |  |
| Title |  | First name(s) |  | Surname |  | Address for correspondence |
|       |  |  |  |       |  |       |
| Mobile telephone number |  |
|       |  |
| Home telephone number |  |
|       |  |
|  |  | E-mail address |
|  |  |       |
|  |
| **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 without agreeing it with you beforehand. |
| 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**

Why do you want this job? (Max 200 words)

|  |
| --- |
|       |

How would you describe your style of leadership? (Max 200 words)

|  |
| --- |
|       |

In the current context, what do you consider to be the biggest challenges and opportunities for Jubilee Debt Campaign in advancing our agenda to tackle poverty and inequality caused by unjust debt? (Max 300 words)

|  |
| --- |
|       |

What do you think are the key elements of effective campaigning? (Max 200 words)

|  |
| --- |
|       |

Please tell us how you meet the requirements of the role outlined in the person specification. Wherever possible, please give concrete examples from your previous employment, voluntary work, education or personal experience. Please refer to the numbered elements of the person specification. (Max 1500 words, not including the list of requirements)

|  |
| --- |
| ESSENTIAL 1. **Deep commitment to and enthusiasm for Jubilee Debt Campaign’s vision, mission and values**

     1. **A demonstrable strategic campaigning approach and proven ability to win change, including:**a) A sophisticated understanding of how political change occurs, including the role of civil society and the media in driving change, and proven ability to win changeb) Knowledge and understanding of key contemporary political and economic debates at the UK and international level

     1. **An experienced line manager, able to demonstrate a people-centred, empowering approach, including:**a) Strong interpersonal and facilitation skills, including proven ability to align diverse viewpoints around common interestsb) A people-centred, empowering manager, with significant line management experience and the ability to build inclusive, collaborative organisational culturesc) Generosity, sensitivity and humility to work with people with different perspectives, and a strong commitment to tackling all forms of oppression, bigotry, and exclusion

     1. **Significant skills and experience in at least three out of the following, and some experience and a keen interest in developing in the fourth:** a) Fundraising from trusts and foundations: Experience of developing successful fundraising strategies and a track record of securing grants from trusts and foundations. b) Being a public spokesperson: Experience of public speaking and being a spokesperson in the media c) Policy development and analysis: Experience of policy development on complex issues, and proven ability to communicate complex issues clearly and accessibly d) Advocacy and influencing: Strong relationship-building and influencing skills, with experience of developing and managing senior stakeholder relationships and a track record of successfully influencing political decision-makers

     1. **Programme and budget management experience, including:**a) Proven ability to translate strategic vision into concrete plans and deliver complex projects to challenging deadlinesb) Experience of developing, managing and reporting on project and/or organisational budgets.

     DESIRABLE1. Understanding of policy issues relating to debt, poverty, macroeconomics, finance, or international development

     1. Experience of working with or serving on a Board of Trustees or Directors in the not-for-profit context
2. Knowledge and experience of monitoring, evaluation and learning in a campaigning / advocacy context

      |
|  |

**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 [ ]  |
|  |
| Would you like to apply for this position as a job share? | Yes [ ]  | No [ ]  |
| Would you like to apply for an annualised hours contract? | 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.