**A picture containing drawing

Description automatically generated**

**Application Form**

**All information provided will be strictly confidential**

Thank you for your application.

Please ensure you outline clearly how your skills reflect those in the job description and person specification.

|  |  |
| --- | --- |
| Job Title | Senior Business Support Officer |
| Reference |  |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Are you eligible to work in the UK?  (evidence will be requested at interview) |  |

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| --- | --- |
| **Essential Skills**  Please outline what experience you have to meet the following Essential Skills for this post. (**Max 120 words/skill**)) | |
| 1.  Experience of recruitment, management, development and motivation of a team, providing clarity when delegating work | Click or tap here to enter text. |
| 2.  Experience of managing challenges and their causes; successfully resolving workable solutions around rational judgements | Click or tap here to enter text. |
| 3.  Keeping track of own progress, completing work to deadlines and managing others with ambitious targets | Click or tap here to enter text. |
| 4.  Evidence of maintaining and monitoring budgets: Creating clear budget tracker reporting and ensuring other users complete and consistent records | Click or tap here to enter text. |
| 5.  Experience of having responsibility for solutions-led workstreams; investigating potential options, undergoing rational comparisons and presenting comprehensive and clear recommendations that are then taken forward | Click or tap here to enter text. |
| 6.  Managing the resourcing of a team to provide continuous business support across a diverse organisation, handling challenges and conflicts, finding workable solutions | Click or tap here to enter text. |
| 7.  Evidence an ability to represent an organisation with key external stakeholders | Click or tap here to enter text. |
| 8.  Experience of employing due diligence and competitive tender processes to enable best value | Click or tap here to enter text. |
| 9.  Evidence of enabling a collaborative working environment and developing a high morale team spirit | Click or tap here to enter text. |
| 10.  Evidence of an interest in working for a charity which is determined to protect wildlife for the future and for the people of Essex | Click or tap here to enter text. |

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| **Employment History**  Please begin with details of your most recent employer and add/expand the boxes as necessary | | | |
| **Employer, job title and dates of employment** | **Key responsibilities** | **Salary** | **Reason for leaving** |
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Please confirm your current notice period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Education/Training**  Please begin with most recently attended and add/expand the boxes as necessary | | |
| **Place of study** | **Subject(s) studied** | **Qualifications** |
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| **References**  Please provide details of two referees, one of which must be your current or most recent employer. You must have been employed by these referees within the last 5 years. If you are unable to provide details of two employers/ managers from within the last 5 years then please provide details of an educational or personal referee. We will only approach referees if you are successful at the interview stage and will contact you before we approach your chosen referees. | | |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone number |  |  |
| Email |  |  |
| Relationship to you |  |  |
| Dates covered |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tell us where you saw the post advertised:** | | | |
|  | Essex Wildlife Trust website |  | Environment Job |
|  | Wildlife Trust website |  | Environment Jobs |
|  | Newsletter |  | Charity Job |
|  | Staff email |  | Countryside Jobs |
|  | Indeed |  | Facebook |
|  | Linked In |  | Twitter |
|  | Jora |  | Glassdoor |
|  | National press Please state: |  | Local press  Please state: |
|  | Visitor Centre Please state: |  | Other Please state: |

|  |
| --- |
| **Declaration**  All applications will be anonymised before they are sent for shortlisting. Unsuccessful applications will be securely kept electronically for 6 months to enable feedback and statistical collation and re-use should the post become available again, after which point they will be confidentially destroyed. Successful applications will be held securely with the HR team on the individual’s electronic personnel folder as outlined in the data retention policy and Employee Privacy Statement. If you would like copies of these or do not wish your data to be held as outlined, please contact the address below.  By signing below, I hereby give my consent for Essex Wildlife Trust to process the information supplied in my application for the purpose of recruitment, selection and if successful, employment. I declare that the information that I have provided is complete and correct. I understand that any false, incomplete or misleading statements or intentionally withholding information may mean that my application is rejected or employment is terminated. |

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| **Signed** |  |
| **Date** |  |

**Please save your application as a Word file, named with your full name and job title for the role for which you are applying, so that your application can be anonymised before shortlisting and send this to** [**jobs@essexwt.org.uk**](mailto:jobs@essexwt.org.uk)