**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 | Sustainability 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.  Evidence of personal delivery ( and through others) across projects, by setting clear goals and targets, monitoring progress and completing/finishing tasks to agreed milestones and deadlines | Click or tap here to enter text. |
| 2.  Experience in retrieving and absorbing information on new ideas, methods and delivery of sustainability, in order to make rational judgements based on relevant information | Click or tap here to enter text. |
| 3.  Skills in making the complex or ambiguous clear for others, enabling people to understand the impact on their part of the organisation, to make informed decisions, and change their method of working to become more sustainable | Click or tap here to enter text. |
| 4.  Skills to quickly build rapport and easily establish relationships with key stakeholders, working collaboratively at all levels of the organisation, in order to deliver key output which drives the organisation’s objectives forward | Click or tap here to enter text. |
| 5.  Proven ability to effectively plan, prioritise, organise and record actions across a breadth of activities | Click or tap here to enter text. |
| 6.  Experience of investigating and appraising the impacts of new sustainability solutions in order to make rational judgements based on relevant information | Click or tap here to enter text. |
| 7.  Proven ability to produce accurate and high-quality results-reporting, with excellent attention to detail | Click or tap here to enter text. |
| 8.  Up to date knowledge of sustainability legislation | Click or tap here to enter text. |
| 9.  Experience of delivering accreditation in order to deliver environmental improvements | Click or tap here to enter text. |
| 10.  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: |

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| --- |
| **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)