**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 | Urban Engagement 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) |  |

|  |  |
| --- | --- |
| **Essential Skills**  Please outline what experience you have to meet the following Essential Skills for this post. (**Max 120 words/skill**)) | |
| 1. Sound knowledge and understanding of urban wildlife, species id, wildlife gardening, green infrastructure. | Click or tap here to enter text. |
| 2. Experience in the charity sector, of people and community engagement projects or conservation projects to achieve set outcomes and deliverables. | Click or tap here to enter text. |
| 3. Knowledge of H&S legislation relating to nature conservation activities with experience of lone working. | Click or tap here to enter text. |
| 4. A confident problem solver with a capacity for innovation and a willingness to take on responsibility, use initiative and be adaptive; and the ability to work both individually and in an internal and external team environment. | Click or tap here to enter text. |
| 5. Outstanding organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines and objectives. | Click or tap here to enter text. |
| 6. Experience of coordinating and delivering public engagement events and activities with proven outputs. | Click or tap here to enter text. |
| 7. A passion for wildlife and conservation and an awareness of the key challenges facing nature conservation and the charities sector. |  |
| 8. Experience recruiting, training and supporting volunteers; understanding the different motivations for volunteering. | Click or tap here to enter text. |
| 9. Excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence a range of audiences in person, on social media, via written pieces, on the radio and TV. | Click or tap here to enter text. |
| 10. Proactive and enthusiastic with a willingness to take personal responsibility to achieve set goals. | Click or tap here to enter text. |
| 11. Please outline how you feel the way you work matches the values of Essex Wildlife Trust providing examples? |  |
| 12. Knowledge of the health and wellbeing benefits of connectivity with nature and green spaces. |  |
| 13. Knowledge of nature conservation legislation including protected sites and protected species legislation. |  |
| 14. Computer literacy and competence using the Microsoft Office suite and other presentation software. |  |
| 15. Full UK Driving license and use of a vehicle for work. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please confirm your current notice period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Education/Training**  Please begin with most recently attended and add/expand the boxes as necessary | | |
| **Place of study** | **Subject(s) studied** | **Qualifications** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |
| --- | --- |
| **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)