**December 2023**

JustRight Scotland (JRS) strives to be an equal opportunities employer and is committed to equality and diversity. We support flexible working where possible. We are Disability Confident Committed and will make reasonable adjustments for disabled candidates including offering a guaranteed interview to disabled candidates who meet the minimum criteria. We value the expert contribution of those with lived experience of the issues that JRS exists to tackle.

Please read the Job Description & Person Specification carefully and consider it when writing your responses to the questions below. It sets out exactly what we are looking for and should thus frame the way you complete this application form.

Where we specify a word limit that is the maximum and any words over the limit will be disregarded. However, there is no need for you to feel the need to write to the limit if you can answer the question in fewer words. Feel free to use bullet points or lists where helpful.

All applicants will be notified whether they have been selected for an interview as soon as possible after the closing date. If you are invited to interview, there will be a short written exercise and a presentation to prepare. The interviews are likely to take place during the week commencing 19th February 2024.

Should you wish to discuss the role (or any reasonable adjustments or anything else relating to a disability in connection with this recruitment exercise) then please contact Alan Surgeon ([alan@awsexecutive.com](mailto:alan@awsexecutive.com)) or Donna McKay ([donna@awsexecutive.com](mailto:donna@awsexecutive.com)) who will arrange for you to have a confidential discussion).

**NOTE: CVs will not be considered. Applications received after the closing date will not be considered.**

**The closing date for applications is 12 noon on Friday 2nd February 2024.**

**Interviews will take place during the week commencing 19th February 2024 (please note these are provisional dates). Wherever possible interviews will be in person however where this is not practical they will be online, via Zoom, and candidates may be expected to complete a pre-interview exercise.**

**Please attach your completed application form to the microsite where it says ‘Apply’ at the bottom of the blue box. If you have any difficulty doing this then please contact Alan Surgeon at** [**alan@awsexecutive.com**](mailto:alan@awsexecutive.com) **or Donna McKay on** [**donna@awsexecutive.com**](mailto:donna@awsexecutive.com)**.**

**We would be grateful If you could also complete an Equality & Diversity monitoring form and send it to** [**hello@awsexecutive.com**](mailto:hello@awsexecutive.com)

If you require the job pack in a more accessible version should reach out via email to [recruitment@justrightscotland.org.uk](mailto:recruitment@justrightscotland.org.uk) or by telephone to 0141 406 5350.

Yours sincerely

**Emma Hutton**

**Chief Executive Officer**

**JustRight Scotland**

**Personal Details**

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| --- | --- |
| **Full Name** |  |
| **Preferred Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Address** |  |

|  |  |
| --- | --- |
| **Candidate No.**  **(for JRS only)** |  |

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|  |  |
| --- | --- |
| **Candidate No.**  **(for JRS use only)** |  |

**Experience, Skills, and Additional Information**

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| **Essential Criteria** | |
| **Please explain how you meet the following essential criteria.**  **We recognise this role is wide-ranging and needs a diverse set of skills.**  **We are looking for someone who meets most of the essential criteria below – we do not expect anyone to meet them all.**  **You are not required to give a competency style/ STAR answer but may be asked to do so at interview.**  **(maximum of 150 words for each section)** | |
| **Share our vision and values and can show a deep commitment to equality and inclusion.** |  |
| **Experience of working as part of a team to lead an organisation, programme or partnership.** |  |
| **Adept at scoping and planning projects, services and/or programmes of work.** |  |
| **Skilled at building strong interpersonal relationships with a wide range of people.** |  |
| **Strong oral and written communication skills, able to convey complex information in accessible and engaging ways.** |  |
| **Experience of funding, fundraising, income generation or business development.** |  |
| **Understand good financial management principles and has practical experience of managing budgets and financial processes.** |  |
| **Experience of managing operations to ensure that an organisation delivers on its strategy.** |  |
| **Comfortable with change and helping an organisation stay agile in a fast-moving environment.** |  |

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| **Desirable Criteria** | |
| **Please explain whether and how you meet any of the desirable criteria from the person specification. Choose no more than two which you feel you best meet.**  **(Maximum of 150 words for each section)** | |
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| **Personal Statement** |
| **Please summarise why you would like to be appointed and why you are suited to this role.**  **(Maximum of 250 words)** |
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| **Candidate No. (for JRS use only)** |  |

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| **Employment History** | |
| **Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience / employment, then use an additional sheet of paper. You may include voluntary work if relevant.** | |
|  |  |
| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
|  |  |
| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
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| **Date to** |  |
| **Brief description of role (max 50 words)** |  |
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| **Employer** |  |
| **Role / Job Title** |  |
| **Date from** |  |
| **Date to** |  |
| **Brief description of role (max 50 words)** |  |

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| **Referees** | |
| **Please supply referees who can confirm your employment, one of which should be your current or most recent employer. References will not be taken without your prior consent.** | |
|  |  |
| **Name** |  |
| **Job Title** |  |
| **Company / Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |
|  |  |
| **Name** |  |
| **Job Title** |  |
| **Company / Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

**RIGHT TO WORK IN THE UK**

JRS will only consider applications from individuals who are eligible to work in the United Kingdom.

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| Please place an “X” in the box to confirm you have an existing right to work in the UK. |  |

**DISABILITY CONFIDENT**

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| Please place an “X” in the box if you are a disabled applicant who would like to be considered in accordance with our commitment to the Disability Confident Programme. |  |