

Jubilee Debt Campaign  
The Grayston Centre  
28 Charles Square

London N1 6HT

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

Closing date: **9am, Monday 16 March 2020**

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| **Application Form** | | | | | | | | |
| Post applied for | | | | |  | | Where did you hear about this post? | |
| Senior Community Organiser | | | | |  | |  | |
| What is your notice period? | | | | |  | | If successful, when could you start? | |
|  | | | | |  | |  | |
| **Personal details** | | | | |  | |  | |
| Title |  | First name(s) |  | Surname |  | | Address for correspondence | |
|  |  |  |  |  |  | |  | |
| Work telephone number | | | | |  | |
|  | | | | |  | |
| Home telephone number | | | | |  | |
|  | | | | |  | |
| Mobile telephone number | | | | |  | | E-mail address | |
|  | | | | |  | |  | |
| If we need to call you at work we will not identify who we are or why we are calling. – may we contact you at work? Yes/No | | | | | | | | |
| **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 unless you are conditionally offered the post. | | | | | | | | |
| 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**

Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. Wherever possible, provide examples from your experience. This could be from either current or previous employment, volunteering, activism or any other hobbies or interests. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for shortlisting. This section of the application **should not exceed 3 pages of A4.**

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| ESSENTIAL   * Training and proven track record in Community Organising, with at least 3 years’ experience of successfully using Community Organising techniques e.g. 1:1s, listening campaigns      * Good experience of developing and delivering training, including strong facilitation and public speaking skills and understanding of different learning approaches      * Strong interpersonal and relationship-building skills, including demonstrable ability to engage with people from a diverse range of backgrounds including those with lived experience of injustice      * Experience of campaigning, either in a voluntary or paid capacity      * Ability to communicate in a clear, sensitive and confident manner verbally and in writing      * Experience of helping to organise events (e.g. conferences or workshops)      * Ability to work to deadlines and take responsibility for delivering projects without day-to-day supervision      * Effective project management skills, including planning, monitoring and evaluation      * A positive, can-do attitude and willingness to ‘pitch in’      * Ability to work collaboratively as part of a team      * Commitment to social justice and to tackling all forms of oppression, bigotry and exclusion      * Support for Jubilee Debt Campaign’s vision and mission      * Good IT literacy (including Microsoft Office, social media and email/internet tools)      * Willingness and ability to travel for work, including sometimes being away from home for consecutive nights, and to work occasional evening and weekends as required (NB. Time worked out of hours is always paid back as TOIL)     DESIRABLE   * An understanding of UK economic justice issues      * Ability to draft clear, concise and engaging copy and experience of writing blogs, emails and social media content for campaigning      * Experience of facilitating difficult conversations and meditating / resolving conflicts      * Experience of managing project budgets and monitoring expenditure      * Experience of working with the media |

**Additional Information**

The role is based in our Central London office near Old Street, but requests for remote working outside of London will be considered.

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| --- | --- | --- |
| Would you like to apply for the role on a remote working basis?  If yes, please give details | Yes | No |
|  | | |
| 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 |
|  | | |

**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.