

## APPLICATION FORM

**PLEASE RETURN BY 23:59 BST on 4 AUGUST 2024 to:** applications@reprieve.org.uk

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

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| --- | --- |
| **Name:** |   |
| **Role applied for:** | Interim Deputy Executive Director |

## Employment or volunteering history – in chronological order with the most recent first.

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| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
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**HOW YOU FULFIL THE PERSON SPECIFICATION**

Please give examples of how you satisfy each of the **essential experience** criteria below (up to 250 words for each answer)

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| 1. Experience of or strong personal interest in human rights related work
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| 1. Organisational leadership experience, ideally within a campaigning, charitable or legal setting
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| 1. Experience of working with other organizations and individuals to achieve common strategic aims
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| 1. Experience of setting and evaluating organisational strategy
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| 1. Experience of line management of staff, including remote management
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| 1. Experience of managing complex projects and budgets
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| 1. Experience of fundraising, ideally within a charitable organisation
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| 1. Understanding of risk management in an organisation and safeguarding
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| 1. Strong understanding of HR best practice and experience in managing difficult HR issues
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| 1. Knowledge of how to monitor and interpret financial documents, information and processes
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**SKILLS AND QUALITIES AND DESIRABLE EXPERIENCE**

Please describe how your **skills and qualities** match those listed in the Person Specification, and if and how you meet any of the **desirable experience** criteria below.

Please give examples where possible, including any transferable skills relevant to the post you are applying for (up to 500 words).

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**If a qualification is required for a role, it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (up to 500 words).

***TO BE DETACHED PRIOR TO SHORTLISTING***

## Personal details

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
|  **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

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| --- | --- |
| **Other details** |  |
| What is the notice period required in your present job? |  |
| Is your current role your sole regular employment? | Yes/No |
| Do you have the current right to work in the UK? | Yes/No |
| Where did you see the advertisement for the job? |  |
| Do you feel that you need a reasonable adjustment linked to the Equality Act for interviews or written exercises? Please note that this information will not be shared with staff involved in assessing applications |  |
| If "yes", please give details: |
| **Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct.**Signature (or type your name here):** **Date:** Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment |