***Happy, Healthy, Sustainable Communities***

**REGISTERED SCOTTISH CHARITY SC050664**

# APPLICATION FORM VOLUNTEER AND EVENTS COORDINATOR

| SURNAME: |  |
| --- | --- |
| FORNAME(S): |  |
| ADDRESS: |  |
| POSTCODE: |  |
| DATE OF BIRTH: |  |
| DAYTIME TELEPHONE: |  |
| EVENING TELEPHONE: |  |
| MOBILE TELEPHONE: |  |
| EMAIL: |  |

| FULL DRIVING LICENCE (Valid in UK) |  |
| --- | --- |
| DETAILS OF ANY POINTS OR PREVIOUS DRIVING CONVICTIONS |  |
| DO YOU HAVE A CRIMINAL RECORD?  IF YES, PLEASE GIVE DETAILS (since we work with local schools “spent” convictions must also be detailed) |  |
| DATE AVAILABLE TO START |  |

**EDUCATION**

| FROM | TO | SCHOOL/INSTITUTE | SUBJECTS TAKEN | QUALIFICATIONS GAINED |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**EMPLOYMENT:**

| FROM | TO | EMPLOYER | JOB TITLE | MAIN DUTIES AND RESPONSIBILITIES |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

SKILLS AUDIT: Please give more information where appropriate.

| SKILLS, EXPERIENCE | MORE INFORMATION |
| --- | --- |
| Volunteer Management |  |
| Project Planning and financial management |  |
| Communication skills |  |
| Stakeholder Engagement |  |
| IT Skills (including proficiency in software packages) |  |
| Data Handling, management, and input |  |
| Social Media, communications, and promotion |  |
| Grant applications and any other fundraising |  |

**PLEASE CONTINUE ON A SEPARATE SHEET IF REQUIRED**

| Please provide a short statement describing how your previous experience might help you to develop Sea the Change as a charitable organisation. | |
| --- | --- |
|  | |
| What main attributes will you bring to Sea the Change? | |
|  | |
| Any other information which may be useful or important: | |
|  | |
| Please give us details of two people who may be contacted as referees: | |
|  |  |
| If you are selected, would you be happy for us to contact your referees prior to the interview? | |
|  | |

SIGNATURE: DATE:

**Please complete and send to** [**alice@seathechange.org.uk**](mailto:alice@seathechange.org.uk) **by 5pm on Friday 31st May.**

**Interviews will be held on Thursday 6th June**