



PARKVIEW AND CRANBROOK CLIMATE TASKFORCE (PACCT) CO-ORDINATOR

About the recruitment process

To apply for this role please send two things to PACCTE2@gmail.com:

1. Please read the questions below and send your answers in a format that you are comfortable with. For example, you could make a short video or voice recording of you answering the questions, or you could write the answers into this document. If you are answering by video or voice, please send a link to it online (e.g. on YouTube or Facebook), do not attach the video file itself.
2. Please also fill in and send the Wen equal opportunities form.

We will consider your application based on how you fulfil the “person specification” on page 5 of the job description, especially the skills and values.

If you have any questions about the role or the application process, please email PACCTE2@gmail.com We are happy to talk over the role with you in more detail, and we welcome further questions.

Deadline: 9am Monday 1st February 2021

Interviews: Online in the week starting Monday 15th February 2021.

Please let us know if there are any adjustments you'd like us to make in the interview process to allow for accessibility or health issues.

Online job briefing

There will be an online job briefing at 7pm on Thursday 21st January, where you can hear about the role and ask questions. The briefing will be recorded and made available online for anyone who cannot attend.

Use the link below to join the briefing. It will be open 10 minutes before the start time so you can make sure you can see and hear what's happening before we begin.

<https://us02web.zoom.us/j/83574156149?pwd=aXFJZXVnZzNBemV0eVg4ci8zUTIKQT09>

Meeting ID: 835 7415 6149

Passcode: 099837

PACCT co-ordinator application

Please answer all questions clearly.

If you are writing your answers into this document, you can expand the areas provided as much as you need, but please try not to write more than 5 pages in total, or 5 minutes in a video.

All information will be treated as strictly confidential.

Full name		Address (including Postcode)	
Email Address		Phone number	

What motivated you to apply for this role?

What projects that tackle climate change issues are you inspired by?

What is your connection to Cranbrook, Parkview or the local area? If you live further away, please tell us which of the desirable skills you have which make you a particularly strong candidate.

What is your experience (voluntary or paid) working in community groups? Share a brief description of roles you have had, and any key responsibilities.

Tell us about a community event you were involved in organising. What were the aims, how did you achieve them, and what did you learn from it that you would do differently in future?

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How many days are you applying for? How soon could you start work if we offered you a role?	Full role (4 days) Job-share (3 days) (2 days) (1 day)
How soon could you start work if we offered you a role?	
Where did you see this role advertised?	

Which of the “Pick and Mix” responsibilities are you willing to take the lead on, or contribute to? Please see page 4 of the job description for more details.

Please bear in mind the number of days you are applying for and do not over-commit! This is your chance to design a role that would be joyful to you and allow your strengths to flourish.

	Take lead on	Contribute to
Organising one-to-ones		
Co-ordinating online communications		
Designing publicity		
Managing volunteers		
Monitoring and evaluation		
Just FACT liaison		
Managing budgets		
Building strategic relationships		

Choose one of the “Pick and Mix” areas and tell us about any experience or skills you have in that area that demonstrate your suitability.

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Please give contact details for someone who can confirm your suitability for this role, one of whom MUST be your current or most recent employer. We will only follow up references if you are offered a position.

	First Referee	Second Referee
Name		
Address		
Telephone		
Email		
How does this person know you?		

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of [Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)

DECLARATION

I declare that the information I have given in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I will be dismissed from employment. **I confirm I have permission to work in the UK.**

Signature		Date	
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Please send your answers to PACCTE2@gmail.com by 9am on Monday 1st February. If you are answering by video, please send a link to view the video online (e.g. on YouTube or Facebook), not the video file itself.