



Advice on filling in this form:

- Make sure you’ve read the job advert before filling this form in, it’ll help you give clear, relevant answers.
- This is your chance to show off. If you’ve done something you’re proud of that’s relevant to the role, let us know!
- If you have any questions about the post before you apply, would like to discuss other options for completing this form, or would like a large print version, please get in touch with jobs@wen.org.uk.
- Please return this form back as a Microsoft Word or Google document to jobs@wen.org.uk
- Please put “Just FACT Programme Manager – Maternity Leave Cover ” in your email subject line.
- All the information you provide here will be treated as confidential and in line with the Data Protection Act 2018.

| | |
|------------------------------|---|
| Application for the post of: | Just FACT Programme Manager – Maternity Leave Cover |
|------------------------------|---|

| PERSONAL DETAILS | | | |
|------------------------------|--|-------------------------------------|--|
| Full name | | Pronouns (e.g. she, he, they) | |
| Email Address | | Phone number | |
| Address (including Postcode) | | Where did you hear about this role? | |

| EDUCATION AND TRAINING | | |
|--|---|---------------------------------------|
| <p><i>This can be something you had to sit in a dusty exam hall for, or practical on-the-job training. It might be in a college or university, workplace, or somewhere else entirely.</i></p> <p><i>Start with the most recent and work backwards.</i></p> | | |
| When did (or will) you complete it? | Where did you do this? (e.g. School, College, Educational Institution, Training Provider) | What’s the qualification or Training? |
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EMPLOYMENT HISTORY

Let us know work you've done in the past which is relevant to this post, starting with the most recent. This can be paid or voluntary, work experience or personal projects.

Again, start with the most recent and work back.

| Dates From – to | Organisation, group, company, or project name | Job title and brief description of duties. |
|----------------------------|--|---|
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Supporting statement: Your suitability for the role

In this section please outline why you are suitable for the role. Please ensure that you address **the essential points on the person specification**, as well as any of the desirable points that you fulfil. Please **give examples** of when you have used these skills or had these experiences in the past. Please bear in mind that we will mark your application against the points on the person specification so you should prioritise covering these points over the flow of your writing. You can refer to paid or voluntary work, something you've done as part of a course, or personal projects.

Please try to write no more than three A4 pages.

1 - Why do you want to join Wen?

250 word Limit

2 – Why do you want to become a Just FACT Programme Manager?

We want to know what excites you about this particular position. Is it different from your previous experience, or will it build on what you know already? Either way, why do you feel like this right for you, now? 250 word Limit

3 – How do you meet the person specification?

The essential requirements are listed in the role profile and copied here for reference – feel free to delete them). Please let us know how you'd meet each of them.

Please give us examples but also keep it short and simple.

This whole section should be no more than **1500 words**.

- At least three years professional experience in a project or campaign management role in the third sector, particularly in the environmental or community sectors.
- A proven strategic thinker who can work innovatively, identify and seize opportunities to achieve change.
- Demonstrated success delivering on a multi-year project, ideally leading a coalition or partnership.
- Experience and understanding of working across sectors (statutory, third sector, business and community).
- Ability to build effective collaborative relationships with a diverse range of organisations, grassroots groups and individuals.
- Experience of facilitating meetings and events in an inclusive and participatory way.
- Track record of successfully managing large project budgets.
- At least one year's experience in direct line management of staff.
- Experience of designing and undertaking complex monitoring and evaluation processes, writing reports and demonstrating impact at a high level.
- A passion for taking effective climate action, with a commitment to a just transition, social justice and a community-led approach.



REFERENCES

Please provide the details of two referees (excluding family members) who are able to provide us with a reference based on experience of working with you. Again, it can be voluntary or paid work.

We'll only contact them if you are offered the post, and we'll check again with you before we contact them.

| | First Referee | Second Referee |
|---|---------------|----------------|
| Name | | |
| Role and Organisation/Group | | |
| Telephone | | |
| Email | | |
| What's your relationship? (i.e. line manager) | | |

OTHER INFORMATION

| | |
|--|--|
| Interviews may take place in person or online. With this in mind, if selected for an interview, are there any accessibility-related adjustments we can support you with? | |
| Please indicate if you were offered the role how soon you could take it up? | |
| 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) ? | |
| Do you have the right to live and work in the UK? Yes / No. | |

DECLARATION

I confirm that the information I have given in this form is true and correct. I understand that providing false information or withholding relevant information can lead to my application being rejected or my role being terminated if appointed has already been made.

I understand that the information will be held electronically in line with the Data Protection Act 2018.



| | | | |
|--|--|------|--|
| Signature (you can just type if you don't have electronic signature) | | Date | |
|--|--|------|--|

Thanks!

- We're always so excited to hear from people who are interested in working with us.
- The shortlisting team are looking forward to reading this application in detail. We hope to be able to invite you to an interview soon.
- If we're unable to, we're really sorry - but given our very limited resources it is unlikely we'll be able to give you feedback.