**Make-A-Wish Foundation UK**

**Trusts Officer**

**Application Form**

When completing the application form please keep your responses as brief as possible while ensuring that you convey all relevant information.

**About this form: (please read prior to completing):**

Only information in this application form will be considered. For further clarity, responses that reference information not on this application form (e.g. – your CV or your LinkedIn profile) will not be considered.

At Make-A-Wish we apply ‘blind recruitment’ at the first stage of the process. It means that the recruiting manager will only see your answers to the skills-related questions in the first instance.

They will not be disclosed any personal information as well as details of your employment and education. Where possible please answer the questions in a way that does not disclose any personal information e.g. gender, age.

Please also answer the questions in a way that fully demonstrate your skills, experience and achievements as the recruiting manager will not see where you worked and what you achieved in those roles.

At Make-A-Wish we are committed to ensuring equality of opportunity in recruitment and employment practices. As part of this aim, we want to ensure that when advertising job opportunities we reach a diverse group of people and give everyone the right opportunities to apply for job at Make-A-Wish UK. We also want to identify underrepresented groups in employment applications so we can ensure that we are properly reviewing applications from those groups in the future, in a way that does not create any disadvantage.

As part of our monitoring process, we would like to kindly ask you to complete the questions on this online form <https://www.surveymonkey.co.uk/r/XS8NQJT>

It is anonymous and at no point the answers will be associated with your application.

**Your details**

|  |  |
| --- | --- |
| Name of applicant |  |
| Applicant e-mail address |  |
| Applicant phone number |  |
| Applicant home address |  |
| Availability / notice period |  |
| I confirm that I have the right to work in the UK. (Y / N) |  |

**Please tell us about your experience as it relates to the key responsibilities of the role as follows:**

|  |
| --- |
| Describe your approach to building a new pipeline of trusts and foundations ready for applications and how you would prioritise these. |
| Please provide evidence or an example of how you meet the demonstrable skills and experience of working to deadlines and using research to producing engaging materials to support a range of audiences and requirements, from presentations through to impact reports, etc. |
| Share an example of a time you have worked with internal stakeholders to produce high quality materials such as a proposal or presentation to acquire new supporters? |
| Make-A-Wish values are: Be Inspiring, Be Magical and Be Inclusive. Please choose one of those values and describe what does it mean to you in the context of this role and give examples of behaviours from your previous roles that align with that value. |

**Your experience**

**Please provide information regarding experience relevant to this role**

**[Please add in as many tables as required to tell us about your relevant experience]**

|  |  |
| --- | --- |
| Name of organisation |  |
| Job title |  |
| Affiliation to the organisation (e.g. – employee, volunteer, etc) |  |
| Start date (MM/YY) |  | End date (MM/YY) |  |
| Brief description of duties / Relevant experience provided |
| Reasons for leaving |

|  |  |
| --- | --- |
| Name of organisation |  |
| Job title |  |
| Affiliation to the organisation (e.g. – employee, volunteer, etc) |  |
| Start date (MM/YY) |  | End date (MM/YY) |  |
| Brief description of duties / Relevant experience provided |
| Reasons for leaving |

**Please provide information regarding education and training relevant to this role**

**[Please add in as many tables as required to tell us about your relevant education and training]**

|  |  |
| --- | --- |
| Institution |  |
| Name of qualification |  |
| Further details (optional) |

|  |  |
| --- | --- |
| Institution |  |
| Name of qualification |  |
| Further details (optional) |

**Where did you learn about this job?**

|  |
| --- |
|  |

**Optional: Please provide any other information you wish to include in support of your application that is not already in this document**

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| --- |
|  |

**END OF APPLICATION FORM**

**Please contact us if you would like this application in Braille or on audio tape.**