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# Administrator

## Application form - Part I (contact details & declarations)

This section will be detached from the rest of your application so the Panel can review your application anonymously.

### **Section A: Your details**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Address |  |  |
| Email address |  |  |
| Phone number |  |  |

### **Section B: Reasonable adjustments**

Please use the space below to inform us of any reasonable adjustments that you would like for the interview. This sheet will be detached and not form part of the shortlisting process. If you are shortlisted we will refer to this page in order to contact you and confirm arrangements for your interview.

GI is aware that individuals may not feel comfortable disclosing a disability to a potential employer. We understand that there may be many reasons for this, including societal stereotypes and prejudices. In our most recent internal monitoring process, 50% of the staff who responded declared a disability, and, via our Diversity Working Group, we are actively trying to improve our environment to support all staff. We do not approach disability as a barrier to employment, but would take any declaration as a starting point for discussion, so that – if you were to be offered the job – we could support you in the best possible way to deliver the role. In this context we hope that you can be our open and honest with us, but we understand you are under no obligation to provide any information, and obviously respect that decision.

### **Section C: Referees**

Please provide details of two people who can provide references in relation to your suitability for this position. These people will not be contacted until after a job offer is made. Referees cannot be related to you.

We anticipate that we will receive trans applicants for this role. We appreciate that it can sometimes be difficult for trans people to provide work references, for example if they transitioned after leaving prior employment. We will therefore accept referees who know you in different contexts, not just a work environment. For clarity, there is no obligation to share with us that you are trans / a person of trans history. If you have any concerns or questions about this please contact us.

**Referee 1**

Name:

Position/ Job title:

Organisation name:

Email:

Phone number:

Context in which they know you:

**Referee 2**

Name:

Position/ Job title:

Organisation name:

Email:

Phone number:

Context in which they know you:

**OPTIONAL QUESTION:** Can you tell us where you first heard about this vacancy? (We are asking this to help us assess how successful are our efforts to broaden our coverage and increase applications from all sections of the community.)

### **Section D: Submission – signature required**

The information provided by you on this form as an applicant will be stored either on paper records or a computer system by GI in accordance with the GDPR and Data Protection Act 2018 and will be processed solely in connection with recruitment.

**Consent & declaration**

By submitting the application I give my consent to Gendered Intelligence to process the data supplied in this form for the purpose of recruitment and selection.

If I am offered employment, I consent to my information being held and processed by Gendered Intelligence in accordance with the GDPR and Data Protection Act 2018.

If I am **not** offered employment, I understand that my information will be held by Gendered Intelligence for 2 years, in the event my skills may be suitable for an alternative role within the organisation. After two years my information will be securely destroyed.

I understand that any job offer will be subject to proof of entitlement to work in the UK; the receipt of references; a probationary period; and where appropriate, a Disclosure Barring Service Check.

I declare that the information given in this application form (parts I & II) is true and complete. I understand that if I have provided any misleading information on this form or made any omissions that I know would have a material impact on this process, this will be sufficient grounds for terminating my employment.

Signature: Name:

Date:

The completed signed application form must be returned as a Word document (no PDFs, please) by **9am on Thursday 9th of December 2021** by email to: [adminrecruitment@genderedintelligence.co.uk](mailto:adminrecruitment@genderedintelligence.co.uk)

Please note that if you have not heard from us within 3 weeks after the closing date, you can assume that your application has not been successful on this occasion**.**

## 7: Application form - Part II (shortlisting information)

This section will be detached from the rest of your application so the Panel can review your application anonymously.

The spaces below are not intended to indicate the length of answer required:

* If completing this application electronically, please expand the space within each section to allow enough space for your answers.
* If completing by hand, please expand the space below each section before printing. Please use black ink and write clearly. If extra sheets are attached, please ensure they are labelled clearly.

The person specification and skill set for the two Administrator roles are the same, but the area of work and tasks to be undertaken will be different. Please tick one of the following statements:

I am interested in both posts equally

I am only interested in being considered for the Administrator/ YCS Administrator post (please delete as appropriate)

I would prefer the Administrator/ YCS Administrator post (please delete as appropriate) but would be happy to be considered for the other post.

### **Section E: Your education and work history**

**Educational/Professional/Vocational qualifications** (please list name of the institute, name of the course/qualification, with grades if appropriate)

**Previous history – this can include employment, self-employment, volunteering or other relevant roles** (Please list most recent first. Please tell us the positions held, a brief summary of duties, start and end dates, where relevant include the name and address of present/former employer(s), and provide your reason for leaving.)

### **Section F: Supporting statement**

Use the space below to address the points in the Person Specification. Please give examples to demonstrate how you meet the criteria. You can use examples from community or voluntary activities, family life and education as well as other work.

There is no maximum word count for each point, but as a guide we expect no more than 200 words for each section. While there may be sections where you are able to say more, we encourage you to be concise and focused in your answers.

**Experience & Abilities**

EA1: Highly organised with an ability to manage your own time, work autonomously under your own initiative, and understand when to seek support

EA2: Ability to prioritise a varied and changeable workload

EA3: High level of attention to detail and to finishing tasks to a high level of accuracy and quality

EA4: Able to multi-task, work quickly, and remain calm and efficient when faced with exacting turnaround times and competing demands

EA5: Ability to work alone/ without close supervision, as well as being part of a small team

EA6: Strong levels of confidence in a range of contexts including working with new people and making connections with clients/stakeholders, especially remotely via telephone and email.

**Skills**

S1: Excellent written skills including proof reading and copy-editing skills

S2: Excellent verbal communication and people skills

S3: Tact, sensitivity and a diplomatic manner with a range of different stakeholders, including respect for confidentiality

S4: Excellent in-box and diary management skills

**Knowledge**

K1: A good level of awareness and understanding regarding trans and gender diverse people and issues affecting trans communities.

K2: Good working knowledge of Microsoft Office including Word and Excel, as well as competent email/ internet skills.

**Desirable**

D1: Experience of working within a community-led, voluntary sector organisation

D2: Experience of working within an LGBTQ setting

D3: Ability to offer creative and imaginative input into projects

D4: Experience of working with Powerpoint, Gmail, OneDrive, Googleforms, Sharepoint.

## Section G: Additional Information

This section is not scored. You are invited to write up to half a page of A4 (but can be less) in response to the 2 questions below.

**Why do you want to work at Gendered Intelligence?**

**Use the space below to tell us about anything else that you think will support your application.**

Please submit your completed application form to: [adminrecruitment@genderedintelligence.co.uk](mailto:adminrecruitment@genderedintelligence.co.uk)

Deadline for submissions is: **Thursday 9thth of December at 9am**