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|  | Project Director (Pioneering Places:  East Kent)Application Pack |

Thank you for your interest in the Project Director position on the Pioneering Places: East Kent project. We are delighted to be considering applications for this new role, and look forward to receiving yours.

The next pages of this document make up the Application Form. Further Particulars of the role, explaining what the role entails and what qualities we are looking for in the successful candidate, are available as a separate document here: <http://www.creativefoundation.org.uk/job-opportunities/>

**How to apply**

Please note that we have retained Year One Consulting to help us with the recruitment of this post. For an informal and confidential discussion about the role or the application process please call Mary Ann le Lean at Year One Consulting on 01227 811 777. Year One Consulting will not store any of your details, and all enquiries and applications will be treated in the strictest confidence.

To apply, please complete and return:

1. Application form;
2. Covering letter that explains why you are applying for the position and how your experience and expertise fits the role;
3. Up to date CV which explains any gaps in employment.

It would be very helpful if you also completed and returned the diversity monitoring form, but this is not a requirement. Any information provided on the diversity form will be separated from the application on receipt and the information stored anonymously for monitoring purposes only.

Once you have completed your application documents, please return them for the attention of Mary Ann le Lean at: recruitment@yearoneconsulting.com . Year One Consulting will confirm safe receipt of your application, and all applicants will be informed of the outcome of their application as soon as possible after the closing date.

**Deadlines**

**Closing date:** 11:00am, Monday 19 June 2017

**First round interviews:** tbc, but likely to be either Tuesday 27 or Thursday 29 June 2017

With best wishes,

Alastair Upton

Chief Executive

<http://www.creativefoundation.org.uk/>

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|  | Project Director (Pioneering Places:  East Kent)Application Form |

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address: | Contact numbers: |
| Email address: |  |

|  |
| --- |
| Are you legally eligible for employment in the UK? Yes / No |

|  |
| --- |
| How did you hear about this vacancy? |

|  |
| --- |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

If you are invited to interview, you will be required to sign this declaration on arrival to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent correspondence or conversation; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

**SECTION 2:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS.**

**Based on your experience, what are the main challenges faced by multi-stakeholder projects, and what role should a Project Director play in supporting partners who have delegated delivery responsibilities?**

**SECTION 3:**

**REFERENCES**

Please provide details of three referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up. If you are shortlisted for an interview we would like to take up as many references as possible before interview.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |

The next page of this application form is a diversity monitoring form. It is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.

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|  | Project Director (Pioneering Places:  East Kent)Recruitment diversity monitoring |

This form is not a required part of the application process. This page will be separated from your application on receipt, and the information stored anonymously for monitoring purposes to help us track our performance in attracting applications from all sections of the community.

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| **HOW DID YOU HEAR ABOUT THIS POSITION?** |  |

For the following categories please highlight your answer, or delete all those that do not apply so that your answer is the only one remaining.

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| Female | Male | Other | Prefer not to say |

**AGE**

|  |  |  |  |
| --- | --- | --- | --- |
| 16-21 | 22-30 | 31-40 | 41-50 |
| 51-59 | 60-65 | 66+ | Prefer not to say |

**ETHNIC GROUP**

Ethnicity is distinct from nationality and the categories below are based on the 2011 Census in alphabetical order.

|  |  |
| --- | --- |
| Arab | Mixed / multiple ethnic groups – White and Black Caribbean |
| Asian / Asian British – Indian | Mixed / multiple ethnic groups – White and Black African |
| Asian / Asian British – Pakistani | Mixed / multiple ethnic groups – White and Asian |
| Asian / Asian British – Bangladeshi | Mixed / multiple ethnic groups – any other Mixed / multiple ethnic background |
| Asian / Asian British – Chinese | White – English/Welsh/Scottish/Northern Irish/British |
| Asian / Asian British – any other Asian background | White – Irish |
| Black / African / Caribbean / Black British – African | White – Gypsy or Irish Traveller |
| Black / African / Caribbean / Black British – Caribbean | White – any other White background |
| Black / African / Caribbean / Black British – any other Black / African / Caribbean background | Any other ethnic group |
|  | Prefer not to say |

**DISABILITY**

Do you consider yourself to have a disability or long-term health condition?

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |