**Application Form**

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| **Role:** Temporary Maternity Cover Training and Communications Officer to March 2022 |  |  |
|  |
| **Surname:**  | **First Names:** |
| **Address:****Post Code:** |
| **Telephone No.** |
| **Email Address:** |
|  |
| **Referees**Please give details of two referees, at least one of whom must have direct experience of working with you in a paid or voluntary capacity. Where possible please do not give details of relatives, partners or friends as a second referee. If you are invited to interview, Crew will contact your referees requesting references in advance of the interview date. Please let Crew know when you submit your application via applications@crew2000.org.uk if you would prefer that we don’t approach a referee in advance. |
| **Name** |  | **Name** |
|  |  |  |
| **Position Held and Relationship** |  | **Position Held and Relationship** |
|  |  |  |
| **Organisation and Address** |  | **Organisation and Address** |
|  |  |  |
| **Email** |  | **Email** |
|  |  |  |

**Telephone number** **Telephone number**

Please state your reasons for applying for this position and briefly explain how it will fit alongside your other commitments (max 200 words):

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**Education**

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| College/University | Qualifications and dates achieved  |
|  |  |
| Other relevant training courses or Continuing Professional Development (CPD) attended | Qualifications/outcomes and dates achieved |
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| Membership of professional bodies  | Dates and membership category i.e., fellow/ Member |
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| **Work History**

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| **Name and address of employer, most recent first** | **Summary of main duties** | **Start and end date; reason for leaving** |
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**Additional Information**Using the essential and desirable criteria in the person specification as a guide, please give evidence under each point on how your skills, knowledge and experience meet the criteria for this post. You must demonstrate that you have used the required skills or gained the required experience to meet the criteria and give specific examples. Please use the STAR approach when giving examples: Situation (i.e., where you demonstrated a skill or gained experience) Task (what your responsibilities were) Action (what you did) Result (what the outcome was). It is particularly important you make clear the role you played and how that led directly to the result achieved to evidence your points. Applications will be scored out of a maximum of 5 points for each criterion, and points will not be awarded unless full evidence is given as above. Assertions (saying you have done something or have the skills without giving evidence and specific examples) will not score more than 1 point. Applications in which evidence does not meet the minimum score (1/5) on any one of the essential criteria will not be shortlisted for interview. Please leave the score column blank for short-listing.**1. Knowledge**

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| --- | --- | --- |
| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Strong working knowledge of psychostimulants, new psychoactive substances and drug trends |  |  |
| Sound general drug and treatment/recovery agenda knowledge |  |  |
| Knowledge of training cycle, monitoring and evaluation methods and theories of learning |  |  |

**2. Aptitude/Abilities/Skills**

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| --- | --- | --- |
| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Excellent verbal and written communication skills |  |  |
| Ability to develop effective relationships with key stakeholders |  |  |
| Ability to balance competing priorities and work to tight deadlines  |  |  |
| Ability to work under pressure in an extremely busy environment  |  |  |
| Good level of computer literacy including working knowledge of Microsoft Office, internet and Outlook Express  |  |  |
| Track record of effective social media communication |  |  |
| Experience of website management and familiarity with the use of WordPress CMS. |  |  |

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| **3. Experience**

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| --- | --- | --- |
| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Experience of working with drug use and trends |  |  |
| Experience of providing training and/or group facilitation |  |  |
| Experience of training course and supporting materials design |  |  |
| Experience of conducting learning needs analysis and evaluation |  |  |
| Experience of report writing |  |  |

**4. Education and Training**

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| --- | --- | --- |
| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Higher education/professional qualification in training, learning and development or community education ***or*** three years’ experience of***:**** delivering training and evidence of CPD e.g. Training for Trainers or

working in the drugs field and further education qualification in a related discipline |  |  |

**5. Attitudes/personality**

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| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Commitment to promoting motivated and skilled staff teams |  |  |
| Willingness to lead and coach others |  |  |
| Willing to work according to Crew’s organisational ethos of working **with** people to effect change  |  |  |
| Committed to Crew’s organisational values of being: * accepting
* genuine
* empathetic
* justice-focused
* accountable
 |  |  |

**5. Other**

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| --- | --- | --- |
| **Essential Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Ability to work flexible hours including evenings and weekends with a time in lieu system |  |  |
| Willingness to travel across Scotland, including overnight stays |  |  |

**1. Knowledge**

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| --- | --- | --- |
| **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Knowledge of relevant drug strategies, policies and research |  |  |
| Awareness of social networking |  |  |
| Knowledge of the varieties of nightlife settings and networks |  |  |

2. Skills

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| --- | --- | --- |
| **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Survey design skills |  |  |
| Media handling skills |  |  |
| Provision of information to a range of audiences |  |  |
| Experience of content creation using desktop publishing software  |  |  |

3. Education and Training

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| **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Qualified S/NVQ assessor  |  |  |
| Higher education/professional qualification in management |  |  |
| Training in brief interventions, motivational interviewing or counselling skills |  |  |
| Recent continuing professional development in a relevant area  |  |  |

4. Other

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| **Desirable Criteria:** | **Your evidence of how you meet the criteria using the STAR approach:** | **Score:** **Please leave blank** |
| Drivers’ license and access to a vehicle |  |  |

**Other Information** |
| Date when you could begin to work: |
|  |
| Please tell how you heard about this vacancy: |

**Do you have a right to accept paid work in this country? Yes/No**

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| --- |
| DeclarationIn accordance with the Data Protection Act 1998, I give my consent for the information in this form to be processed in accordance with the Crew2000 policy for the purposes of selection of contractors and/or volunteers for services. I understand that if I am engaged to provide services, it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that, should any false statements be made, this may lead to termination of any contract signed. |
| **Signature** | **Date** |

To apply for this post please complete the accompanying application form and return to applications@crew2000.org.uk by **12.00 Noon 06th August 2021.**

Please note that this email address will not be monitored until after the closing date – please contact admin@crew2000.org.uk if you have a query.

Please note that no applications received after this time and date will be accepted.

Interviews will take place **10th August 2021 via Zoom or Teams.**

**Please note that we regret that we cannot guarantee to contact applicants whose application is not shortlisted.**

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