Managing Director Application Form

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| **Applicant No:**  **(Office Use Only)** |  |

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**For the post of:** Managing Director (aka Service Manager)

**To be returned to:** [contact@compasscentre.org](mailto:contact@compasscentre.org)

**By:** Monday 24th February at 9am

# **Section 1:** Personal Details

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| **Surname:** | **First name:** |
| **Address:** | **Tel (home):** |
| **Tel (mobile):** |
| **Tel (work):**  **May we contact you at work? yes/no** |
| **Postcode:** | **Email address:** |

# **Section 2:** Qualifications & Training Please give details of anything relevant to the post, including qualifications where you may have gained transferrable skills and/or abilities.

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| **Qualification and/or training** | **Subject** | **Date** |
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# **Section 3:** Present Employer

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| **Name & address of employer:** | **Date commenced employment:** | |
| **Job title:** | **Notice required:** | **Current salary:** |
| **Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for:** | | |

# **Section 4:** Previous Employment

# Please list in date order, most recent first.

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| **Please list all your previous employment, detailing any gaps between employments with reasons (add more fields or continue on a separate sheet if necessary).** | | | | |
| **Dates** | | **Name and address of employer** | **Job title and nature of work** | **Reason for leaving** |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** |
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# **Section 5:** Relevant skills, experience & abilities

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| With reference to the **Job Description & Person Specification** please outline how your work experience (including unpaid work), training, volunteering, knowledge, skills and abilities meet each the person specification points.  We value voluntary and paid experiences equally and recognise that people bring a range of skills beyond formal work experience or qualifications, so if you think you’d be a good fit for the job then please apply. Training and professional development opportunities will be available to the successful applicant.  Your invitation to interview will be based on anonymised scoring of the information given in this application so please be explicit and give examples from your own practice where helpful, e.g. it is not enough to say I know about x, please explain what you know and how you’ve learned it or put it into practice. |
| **Knowledge**   * **E1**: Demonstrates a strong understanding of [SRC’s vision, mission, values, & priorities](https://www.compasscentre.org/about-us/) * **E2**: Demonstrates a strong understanding of the [RCS National Service Standards](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.rapecrisisscotland.org.uk/resources/Rape-Crisis-NSS-2024.pdf) * **E3**: Demonstrates a strong understanding of the [NES Trauma Framework](https://www.nes.scot.nhs.uk/media/rgxngvpv/nationaltraumatrainingframework-execsummary-web.pdf) * **E4**: Demonstrates knowledge of health & safety legislation & frameworks * **E5**: Demonstrates knowledge GDPR/data protection legislation & frameworks * **E6**: Demonstrates knowledge of employment legislation & frameworks * **E7**: Demonstrates knowledge of safeguarding legislation and frameworks * **E8**: Demonstrates strong understanding of IT systems inc. Microsoft 365 & SharePoint |
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| **Skills & Abilities**   * **E9**: Can clearly articulate an intersectional feminist analysis of gender-based violence, and outline evidence-based approaches to tackling this issue * **E10**: Can clearly articulate SRC’s vision, mission, values, priorities, ethos and approach, and how SRC’s charitable activities serve to achieve its aims * **E11**: Can calmly, confidently, and sensitively discuss sexual violence and other related issues with a wide variety of audiences * **E12**: Strong planning, organisational, and prioritisation skills, including initiative, managing workload, & meeting deadlines * **E13**: Excellent interpersonal, communication, and conflict-management skills * **E14**: Ability to remain calm & make decisions in challenging situations * **E15**: Data analysis & evaluation skills * **E16**: Excellent communication, numeracy, literacy, and IT skills |
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| **Experience**   * **E17**: Experience of key functions of finance, fundraising, IT, human resources, health & safety, GDPR, and safeguarding * **E18**: Relevant leadership and/or management experience * **E19**: Line management experience, including performance management & supervision * **E20**: Experience assessing risk and following safeguarding procedures * **E21**: Experience of monitoring, evaluation, and quality control processes * **E22**: Experience managing contracts * **E23**: Experience writing and producing reports * **E24**: Experience of partnership working * **E25**: Experience working with GDPR and data protection processes and protocols * **E26**: Experience working with health & safety processes and protocols * **E27**: Experience working with organisational policies and procedures, including human resources and employment policies * **E28**: Experience maintaining professional boundaries * **E29**: Experience developing and managing systems * **E30**: Experience responding to distressed callers and/or service-users |
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| **Qualification(s)**   * **E31:** Degree or equivalent qualification(s) in relevant area - e.g. HR, social work, law, criminal justice, business, accounting, gender studies, communications, counselling, psychology, community education, sociology etc. |
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| **Other**   * **E32**: High level of personal commitment to [SRC’s mission,](https://www.compasscentre.org/resources/Shetland-Rape-Crisis-Strategy-2024-2026---FINAL.pdf) intersectional feminism, equity, diversity, & anti-discriminatory practice and values * **E33**: A resilient approach to the workplace and clear strategies for managing self * **E34**: Demonstrates a commitment to continuous professional development * **E35**: Genuine interest in social justice and desire to support those affected by sexual violence and harm * **E36**: Evidence of a ‘can-do’ attitude and approach to problem solving |
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| **Desirable criteria: Please use this space to tell us if and how you meet any of the desirable points in the person specification. These are:**   * **D1**: Demonstrates a strong understanding of [Feminist Governance Principles & Practice](https://www.compasscentre.org/resources/O.-Feminist-Governance-Toolkit.pdf) * **D2**: Demonstrates knowledge of national and local strategies on violence against women / gender-based violence * **D3**: Experience working in/with third sector * **D4**: Experience of income generation * **D5**: Experience developing and implementing strategy * **D6**: Third sector leadership and/or management experience * **D7**: Experience writing funding applications and/or reports * **D8**: Data Controller experience * **D9**: Safeguarding Lead experience * **D10**: Experience managing health and safety policies and/or procedures * **D11**: Experience managing, updating, and/or reviewing policies and procedures * **D12**: Experience working in an HR function * **D13**: Qualifications and/or training completed in leadership, management project management, coaching, mentoring, supervision or any other relevant areas * **D14**: Any NES trauma training * **D15**: Ability to work flexibly, including outside business hours on occasion |
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# Section 6: References

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| Shetland Rape Crisis requires a minimum of 2 employment or volunteering references (from different employers or organisations), and preferably 3 references wherever possible. Where your 2 most recent references do not cover a 3 year period, please provide further referees covering the last 3 years. If you have any difficulty with this (for example if you haven’t been employed or involved in volunteering during this period) please contact us to discuss. | | | |
| **Reference 1: Current / most recent employer** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email: | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |
| **Reference 2: Previous employer / supervisor** | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email: | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |
| **Reference 3: Previous employer / supervisor** (if applicable) | | | |
| Name: | Position: | | Tel no: |
| Company name: | | Address:  Email: | |
| May we, with discretion, contact your employer to discuss this reference?  Yes/No  [Delete as appropriate] | |

# **Section 7:** Additional Information

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| **Do you know of any reasons why you may not legally be able to apply?**  *NB: Charities will soon be unable to accept applications for senior management positions if you are ineligible to be a Trustee due to disqualification. This can include:*   * *You have unspent convictions for an offence involving dishonesty or an offence under the 2005 Act.* * *You are undischarged bankrupt or have a Protected Trust Deed.* * *You have been removed under Scottish or English Law or the courts from being a charity trustee or have been disqualified from being a company director.*   We also cannot accept applications if:   * *You have perpetrated sexual violence, domestic abuse, or any other form of gender-based violence.* |  |
| **Do you have any specific requirements to perform this role effectively that you would like us to know about?** |  |

# **Section 8:** Declaration

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| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.  I am aware that all offers of employment are subject to satisfactory references, a PVG check and are subject to confirmation of UK working entitlement.  I am aware this post is for women only under Schedule 9, Part 1 of the Equality Act 2010.  I realise that false information or omissions may lead to dismissal without notice.  **Signature:** *(electronic/typed signature is acceptable)*  **Date:** |

# **Section 9:** Privacy Notice

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| Shetland Rape Crisis is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently in line with our data protection policy. [Please see the online privacy notice for further information.](https://www.compasscentre.org/information---privacy-notice/) |