**Lively Minds Application Form –** Marketing & Communications Specialist

internal reference: for HR use

Please send your completed application form together with CV and also attach a copy of a piece of design work that you are most proud of to: [jobs@livelyminds.org](mailto:jobs@livelyminds.org) **by Monday 12th June 2023**

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please answer the following questions.

1. We love a well-written cover letter and place more value on it than your CV!  Please let us know why you'd be perfect for the role, giving examples of how your experience fits the job specification (max 800 words).

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1. Please detail your project management experience, how you plan the process and deliver on the outcomes. Please give a specific examples of when you have successfully managed a project (if you have experience in managing a website redesign please state this here) (Max. 500 words)

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1. What is your line management style? You can give examples from managing in the workplace or managing volunteers. (max 500 words)

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1. What challenges would you see in gathering creative and engaging impact stories detailing the impact of Lively Mind’s work, to use in fundraising pitches and reports. How would you overcome these challenges? (max 500 words)

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## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

## Declaration

**I certify that the information given on parts one and two of the application form is correct to the best of my knowledge.**

**The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.**

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

**Lively Minds | 11832452. Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)

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