**Lively Minds Application Form –** Radio Expansion Programme Manager

internal reference: for HR use

Please send your completed application form together with CV to: [jobs@livelyminds.org](mailto:jobs@livelyminds.org) **by 26th 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 (max 800 words).

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1. Please tell us about your experience in designing and managing a programme (Max. 500 words)

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1. Please tell us about your experience in managing an external evaluation team (or how you would manage an external evaluation team) to ensure that an evaluation achieves learning objectives. (max 500 words)

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1. You’ll have to develop funding applications, report to donors, and present the results of the evaluation. Please give examples of successful fundraising or equivalent (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. Uganda NGO Number: 13025**  **Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)

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