

**Application Form:**

**Site Manager**

**Deadline for applications:** No fixed deadline, please apply as soon as possible.

**Guidance notes**

1. Please answer all ten sections of the application form
2. Please write an example in every box on the person specification, in both the essential and desirable to enable us to score your application. Use examples of your skills and experience from paid work, voluntary work and/or education/ other as your 'evidence'
3. When completed, please read through your application form carefully, checking for errors or omissions. Check the closing date quoted, and make sure your application form is sent in plenty of time. Applications sent in after the closing date will not be accepted.
4. We are committed to improving employment opportunities for all. If you would require assistance when attending an interview please give brief details on the application form in the Personal Details section.
5. To ensure that our Equal Opportunities Policy is effective, all candidates are requested to complete the monitoring questionnaire. Information you give will be treated as confidential and detached from the application form before short-listing.
6. Please email your completed application form to [clare@stepneycityfarm.org](mailto:clare@stepneycityfarm.org)
7. Due to the volume of applications unfortunately we are unable to contact unsuccessful applicants, or to provide feedback for applicants who have not been invited to interview. If you have not been contacted before the interview date please assume that your application has been unsuccessful on this occasion.

**1) Personal Details**

Name:

Address:

Phone number:

Email:

**2) What is your motivation for applying for this role? (200 words max)**

|  |
| --- |
| <your answer here> |

**5) Employment**

Please give details of your employment history (current or most recent first), detailing any periods of unemployment and unpaid/voluntary work (Add or delete tables as required):

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Employer | Job Title |
| Main duties (5 bullet points max) | | | |

**Current notice period (if applicable):**

**6) Education and Training**

Please give details of your education and training to date. This is inclusive of any professional training, qualifications or short courses you have completed (Add or delete rows as required):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  (MM/YY) | To  (MM/YY) | Name of Establishment | Course Title | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7) Please describe the qualifications, training, experience and personal attributes that make you suited to this role and give evidence where possible.**

|  |  |
| --- | --- |
| **Essential criteria** | **How you meet these criteria from the person specification** |
| 2 years working in a similar role on a public site (operations, facilities management, maintenance) |  |
| Practical experience of managing health and safety, ideally with a NEBOSH or IOSH qualification |  |
| Practical maintenance skills, such as carpentry, plumbing and electrical |  |
| Experience of line managing others |  |
| Experience managing projects, budgets and tendering for works |  |
| Excellent administrative, organisational and communication skills |  |
| Experience of implementing systems and processes, and accurate record keeping |  |
| An eye for detail, excellent standards of presentation |  |
| Strong time management skills; ability to juggle a complex workload and meet deadlines |  |
| Organised, pragmatic, and process-driven |  |
| Experience of working with the public, and willingness to interact with visitors |  |
| Good IT skills |  |
| Active and physically fit |  |
| The ability to plan your own work, work on your own initiative |  |
| Flexible, with a can-do attitude, and willingness to muck in with routine upkeep tasks |  |
| Flexibility to adapt working hours to workload requirements |  |
| Tact, discretion and respect for confidentiality; understanding of safeguarding |  |
| A commitment to environmental sustainability and our working farm ethos |  |
| Calm, with the ability to thrive in a varied and fast-paced environment |  |
| Personable, with the ability to get on with all kinds of people; commitment to equality and inclusion |  |
|  |  |
|  |  |
| **Desirable criteria** | **How you meet these criteria from the person specification** |
| Current first aid certificate |  |
| Current fire marshal certificate |  |
| Personal licence |  |
| Security training |  |
| Knowledge of agricultural and DEFRA regulations |  |
| Experience working with animals and / or food growing |  |
| Experience of working with volunteers, including those with higher level needs |  |
| Current UK driving licence and trailer license |  |

**8) Referees: one of whom must be most recent line manager/employer**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Position |  |  |
| Email Address |  |  |
| Phone number |  |  |

**May we approach these referees prior to offering you the job?** Yes / No

**9) Criminal Convictions**

Owing to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by us.

Have you had a criminal conviction? Yes / No

|  |  |
| --- | --- |
| If YES, when did this take place? |  |
| What was the charge? |  |

**10) DECLARATION**

I understand that the appointment, if offered, will be subject to information given on this application form being correct. Providing false information with regard to this application shall disqualify the applicant from such an appointment, or if discovered after employment, may lead to dismissal.

|  |  |
| --- | --- |
| Signed |  |
| Full Name |  |
| Date |  |

**Equal Opportunities Form**

Our Policy

It is the aim of Stepney City Farm (SCF) to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, ethnicity, religion, marital status, sexuality, age or disability including HIV status or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end SCF has an Equal Opportunities Policy and it is for each employee to contribute to its success.

**This policy is in accordance with the full provisions of the Sex Discrimination Act 1975, Race Relations Act 1976 and the Disability Discrimination Act 1995.**

**Monitoring Information**

To ensure that the Equal Opportunities Policy is effective, detailed monitoring of applications is carried out. This necessitates collecting information regarding your gender, ethnic group and any disability you may have. Your help in this would be greatly appreciated.

This information is used solely for monitoring purposes. It will be treated as confidential and this sheet will be detached from your application form on its receipt and before shortlisting of candidates takes place. It will not be used as part of the selection process.

**Personal Details**

*Please delete as appropriate:*

Male Female

Age 18-24 25-34 35-44 45-54 55-64 65+

**Ethnicity**

*How would you describe your ethnicity?*

|  |  |  |
| --- | --- | --- |
| White | British |  |
| Irish |  |
| Any other white background \* |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background \* |  |
| Asian or Asian British | Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background \* |  |
| Black or Black British | Somali |  |
| African |  |
| Any other Black background \* |  |
| Chinese | Chinese |  |
| \*Other ethnic group (OE) | Please state: | |

*Do you consider yourself to have a disability?*

**All personal data on this form is subject to the provisions of the Data Protection Act 1984.**