**Head of Membership Services**

**Job Application Form**

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| **Position applied for** | Head of Membership Services |
| **First Name** |  | **Surname** |  |
| **Pronouns** |  |
| **Address** |  |
| **Mobile Number** |  | **Email Address** |  |

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| **Do you consider yourself to have a disability?** | **Yes**  | **No** |
| **Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process** |  |
| **Please tell us if there are any dates when you will not be available for interview** |  |
| **Please tell us how you found out about this vacancy** |  |

Please note that the Students’ Union operates a policy of anonymous shortlisting, where the above details are detached from the remainder of the form prior to the shortlisting process.

**Please return the completed application form to** steve.ralph@uwtsd.ac.uk

**Applicant code (internal use only):**

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| **Education** |
| Place of Education | From  | To | Subject/Course | Outcome |
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| **Training** |
| Name of Course | Length of Course | Details |
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| **Present or most recent employer** |  |
| **Organisational Address** |  |
| **Job Title** |  |
| **Date Appointed** |  | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** |  |
| **Reason(s) for leaving** |  |

|  |  |
| --- | --- |
| **Previous employer** |  |
| **Organisational Address** |  |
| **Job Title** |  |
| **Date Appointed** |  | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** |  |
| **Reason(s) for leaving** |  |

|  |  |
| --- | --- |
| **Previous employer** |  |
| **Organisational Address** |  |
| **Job Title** |  |
| **Date Appointed** |  | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** |  |
| **Reason(s) for leaving** |  |

**Please see overleaf for the personal specification section of the application form**

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| **Qualifications (Essential)** |
| No specific qualification is required, however evidence of recent professional development in an area relevant to the role |
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| **Experience (Essential)** |
| Significant line management experience |
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| Leading the development and delivery of strategy |
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| Exemplary stakeholder management |
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| Managing representation, advocacy, or opportunities services |
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| Starting, managing, and completing multiple projects with conflicting deadlines |
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| **Knowledge (Essential)** |
| Understanding of relevant legislation and regulation:GDPR, Charity, 1994 Education Act, Employment |
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| Working knowledge of finance processes and administrative processes for similar sized organisations |
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| Advanced knowledge of managing risks and activities |
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| **Knowledge (Desirable)** |
| Current themes of managing and motivating teams |
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| Knowledge of best practice in relation to volunteer management and increasing engagement |
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| An understanding of how to develop plans for remote / off site delivery |
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| **Skills (Essential)** |
| Strong leadership skills |
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| Celebrating and managing performance |
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| Advanced Microsoft Office skills |
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| Empowering and inspiring approach to management with the ability to motivate yourself and others to achieve challenging targets |
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| **Skills (Desirable)** |
| Ability to speak and write in Welsh (Highly Desirable) |
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| **Values (Essential)** |
| Understanding and commitment to equity, diversity, and inclusion |
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| Drive to work in a democratic environment |
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| Live the Students’ union’s values |
| **Additional requirements (Essential)** |
| Full, clean driving licence  |
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| Ability to work events outside of ‘regular’ working hours (this would be returned at Time Off In Lieu with ample notice beforehand) and to be on call for ‘out of hours’ emergencies |
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| **Additional requirements (Desirable)** |
| Minibus licence |
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| **References** |
| **Reference 1** **Name****Telephone Number****Email Address****How they are known to you** |  |
| **Reference 2****Name****Telephone Number****Email Address****How they are known to you** |  |

I understand that by returning this application form data will be processed and shared in accordance with organisational practice as detailed by the [TSDSU Privacy Notice](https://www.tsdsu.co.uk/privacy-notice), in accordance with GDPR legislation.

I also understand that any job offer in relation to this role will be subject to a basic DBS check, and recognise that the Student’s Union has an active Recruitment of Ex-Offenders policy which establishes the framework for DBS use.