

**Response Form – Chief Executive Officer Vacancy**

**Thank you for interest in applying to join Elfrida Rathbone Camden**  
  
We will assess your application and shortlist you for an interview based on your CV and how you meet the criteria below. Please fill out each box and give examples of how you meet these points. The boxes should expand as you type. Please limit your words to **400 words per answer.**

**Leadership skills**

* Creative and strategic thinker and problem solver
* Ability to lead and use professional and organisational judgement
* Promote the vision, mission and goals of ERC

**Interpersonal skills**

* Inspirational communicator who can motivate volunteers, staff, beneficiaries, stakeholders and professionals in the voluntary, statutory and other sectors.
* Excellent written and verbal communication skills.
* Able to negotiate and influence at all levels
* Able to maintain relationships whilst also challenging decision making or cultures.
* Excellent partnership and networking skills.

**Finance**

* Experience of setting and managing budgets.
* Experience of developing and managing a fund-raising strategy.

**Knowledge and experience**

* Experience of working at a senior management level.
* Strong Team Leadership skills and managing complex situations.
* Understanding of social and economic issues in London.
* Experience of supporting and enabling diversity, equality and inclusion.
* Experience of partnership and collaborative working.

**Desirable**

* Experience of education delivery in the higher or further education sector.
* Experience of delivering services to vulnerable families.

**Please provide two references, one of whom should be your current or previous employer.**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Title (Mr/Mrs/Ms, etc): |  |  |
| Full name: |  |  |
| Job Title: |  |  |
| Address: |  |  |
| Post Code: |  |  |
| Telephone Number: |  |  |
| E-mail address |  |  |
| How long have you known this person? |  |  |
| How do you know them (e.g., manager, colleague)? |  |  |
| Is it OK to contact them prior to interview? |  |  |

|  |
| --- |
| **Is there any special help you would require to attend an interview?**  **Yes No (Please delete as applicable)**  **If ‘yes’, please provide further information:** |

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose all current and ‘spent’ convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences and the court or police force which dealt with the offence(s). Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

The amendments to Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website.

Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred.

Any information given will be kept confidential and will only be considered in relation to the job you are applying for. Failure to make a full and accurate declaration may result in withdrawal of a job offer, or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are unsure about any matter, please contact Elfrida Rathbone Camden team on 020 7424 1601.

**Please delete whichever of the following statements does NOT apply, and sign to confirm the remaining statement:**

**I DO** have a criminal record and/or pending prosecutions, as detailed above. I attach further details for your information.

**I DO NOT** have a criminal record and/or pending prosecutions, as detailed above.

**Signed: Date**

**Declaration**

**By signing this you are declaring that the information provided is a true statement**

**Signed Dated**

We wish to encourage applications to this position regardless of race, nationality, ethnic or national origins, sex, disability, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, age or religion or belief. All applications will be considered solely on merit.

We have a number of different ways to work flexibly so at your interview, feel free to talk about what flexibility means to you. There are no guarantees, however, it may open the door to not only a new role but a new way of working.

We actively and positively celebrate Diversity and Inclusion at Elfrida Rathbone Camden and our organisation is focused on reflecting and connecting with the diverse community that we serve. We want people from all walks of life to feel valued for their individuality, thrive and share a sense of belonging.