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**Team Administrator**

**Application form**

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| **About you** |
| Name and address: |
| Contact phone number and email: |
| Is there anything we need to know that will help you at interview, such as communication support or other adjustments? |
| Are you able to start work in Glasgow within a month or so of appointment (able to work in the UK, living close enough to Glasgow)? |

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| Please list your qualifications since leaving school and any training that is relevant for this post |
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| Employment: Please briefly list relevant jobs including your employer, role, and dates you were there, responsibilities and achievements |
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| List any other roles that are relevant to this post, such as being part of community or professional groups, voluntary work or personal experience |
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| **What you bring to the role**  **What is your experience and skills on each of the main tasks and aspects of this role?** | |
| Understanding the values of the organisation |  |
| Able to initiate, plan and complete tasks |  |
| Flexible and adaptable in approach |  |
| Able to work as part of a team |  |
| Communication skills with people in a range of circumstances |  |
| Confident user of Word, Excel and other commonly used programmes |  |
| Experience of digital communication and understanding it’s use in a work context |  |
| Experience of community development activities |  |
| Experience of organising small events |  |
| Driving license and access to a car |  |
| Other aspects or tasks mentioned in the Job Description |  |
| **Other strengths or experience that you bring to this role** | |
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| **References:** Please list 2 people who can give a reference about you. Tell us their name, contact details and how they know you.  We will not contact any referees until after interview. |
| Referee 1: |
| Referee 2: |

Thank you for applying for this post.

Please send this form to [angela@otbds.org](mailto:angela@otbds.org) by noon on Monday 2nd March.