****

**Team Administrator**

**Application form**

|  |
| --- |
| **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)? |

|  |
| --- |
| Please list your qualifications since leaving school and any training that is relevant for this post |
|  |
| Employment: Please briefly list relevant jobs including your employer, role, and dates you were there, responsibilities and achievements |
|  |
| List any other roles that are relevant to this post, such as being part of community or professional groups, voluntary work or personal experience |
|  |

|  |
| --- |
| **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** |
|  |

|  |
| --- |
| **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 by noon on Monday 2nd March.