Oxford House, Derbyshire Street, London E2 6HG

Please return this form to: **application@debtjustice.org.uk**
Closing date: **9am, Monday 11 November 2024**

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| **Application Form** |
| Post applied for |  | Where did you hear about this post? |
| Policy and Campaigns Manager |  |  |
| If successful, when could you start? |  |  |
|       |  |  |
| **Personal details** |  |  |
| Title |  | First name(s) |  | Surname |  | Address for correspondence |
|       |  |       |  |       |  |       |
| Phone number |  |
|       |  |
| Email address |  |
|       |  |
| **References**Please give details of two referees, of which at least one should know you in a work context (ideally your line manager at your current/last employer). We will not contact your referees unless you are conditionally offered the post. |
| Name |  | Name |
|       |  |       |
| Position held and relationship to you |  | Position held and relationship to you |
|       |  |       |
| Organisation and address |  | Organisation and address |
|       |  |       |
| Phone number |  | Phone number |
|       |  |       |
| Email address |  | Email address |
|       |  |       |

**Relevant employment**

**Current or most recent employment/experience first. Please include all relevant work, whether permanent, temporary or voluntary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer’s name | Job title | Description of main responsibilities and achievements |
|       |       |       |       |       |

**Education or training**

**Please list details of your educational/professional qualifications and any relevant training.**

|  |  |  |
| --- | --- | --- |
| Date | Qualifications/training  | Grade attained |
|       |       |       |

**Supporting information**

Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. Wherever possible, provide examples from your experience. This could be from either current or previous employment, volunteering, activism or any other hobbies or interests. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for shortlisting.

There is no word limit but as a rough guide you should keep this section to no more than 3 sides of A4.

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| ESSENTIAL* Strong policy analysis and research skills, including experience of developing policy positions on economic or social justice issues

     * Proven ability to develop advocacy strategies in support of policy change campaigns and influence and engage with policy-makers and parliamentarians

     * Experience of implementing or supporting effective supporter mobilisation campaigns
* Experience of working with journalists to develop and pitch stories, and some experience of analysing data to calculate and create new statistics, for use in campaigning or with the media
* Strong networking and relationship-building skills

     * Proven written communication skills for a range of audiences including supporters and advocacy targets

     * Ability to work collaboratively as part of a team

     * Organised and able to work to deadlines and take responsibility for delivering projects without day-to-day supervision

     * Commitment to anti-oppression and to tackling all forms of oppression, bigotry and exclusion

     * Commitment to Debt Justice’s vision, mission and values

     DESIRABLE* Experience or knowledge of community organising

     * Experience of public speaking

     * Experience of giving media interviews

     * Knowledge of household debt policy

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**Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you willing to work occasional evenings and weekends if required? | Yes [ ]  | No [ ]  |
|  |  |  |
| Are you subject to any conditions relating to your employment in the UK? If yes, please specify below | Yes [ ]  | No [ ]  |
|       |
| Have you any unspent convictions for criminal offences subject to the provisions of the Rehabilitation of Offenders Acts 1974 and 1984? | Yes [ ]  | No [ ]  |
|  |

**Declaration**

In accordance with the Data Protection Act 1998 and the EU General Data Protection Regulation 2016, I give my consent for the information in this form to be processed for the purposes of recruitment and employment. I understand that, if I am appointed, this application form will become part of my personnel file and record. If I am not appointed it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that should any false statements or omissions be made, this may lead to dismissal.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |
|       |  |       |

Applications received after the closing date will not be considered.