**Application Form**: Administrative Assistant

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| **SECTION 1** | | 1. **Contact details** | |
| Full name: | |  | |
| Home address: | |  | |
| Postcode: | |  | |
| Phone number(s) | |  | |
| Email address: | |  | |
| 1. **Have you any criminal convictions?** YES/NO   *If yes please send details separately marked confidential to* [*andyg@permaculture.org.uk.*](mailto:andyg@permaculture.org.uk) *This will not affect your application if not relevant to the job.* | | | |
| 1. **References**: Please give details of two referees who are willing to support your application. One should be your most recent employer, if this is not possible, please provide a brief explanation. School leavers may provide tutor references. | | | |
|  | **Referee 1** | | **Referee 2** |
| **Full name** |  | |  |
| **Address** |  | |  |
| **Email** |  | |  |
| **Phone** |  | |  |
| **May this person be approached before an interview? Yes/No** |  | |  |
| **How is this person known to you?** |  | |  |
| 1. **Do you have the right to work in the UK?** YES/NO | | | |
| 1. **Declaration**: I confirm that the information provided in this application is correct. I understand that any false or misleading information may render my employment, if I am appointed, liable to termination.   **Signed:** | | | |

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| **SECTION 2** | |
| 1. **Where did you see this post advertised?** | |
| 1. **Why do you wish to apply for this post?** | |
| 1. **Please explain how your knowledge, skills and experience fit the criteria in the person specification** . *Please pay particular attention to this section as it tells us what makes you suitable for this job. Please give evidence for each point being as specific as possible and supporting your answers with examples from paid or voluntary work. If you do not have experience in some of the areas, please just state this. This is the most important section of the application form - this is what we will use to shortlist so please make sure to give sufficient detail so that we can get a good sense of your experience and skills.* | |
| **Essential criteria** | **Your relevant experience** |
| Experience in a similar administrative role |  |
| Experience handling enquiries from the general public |  |
| Experience of using CRM databases (CiviCRM an advantage) |  |
| GSCEs in English and Maths |  |
| A high level of confidence in using, learning and troubleshooting different IT and technology platforms |  |
| Excellent verbal and written communication skills, and comfortable communicating with colleagues, members and the general public |  |
| Highly proficient in using Google Drive, Calendar, Docs and Sheets |  |
| Excellent organisational skills, and the ability to multitask, and prioritise effectively in an environment with demands from multiple stakeholders |  |
| Self-motivated and able to take initiative - |  |
| Adaptable and resilient - shows flexibility in handling changing circumstances in a positive manner |  |
| Commitment to sustainable and regenerative practice |  |
| Professional, friendly manner. |  |
| **Desirable criteria** | **Your relevant experience** |
| Experience working for a charitable organisation |  |
| Introduction to permaculture course or permaculture design course |  |
| Confident in working with multiple payment processors (eg. GoCardless, Stripe, Paypal etc). |  |
| Understanding of basic bookkeeping and using accounting software. |  |

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| **SECTION 3** |
| 1. **Closing date**   **23:59 p.m. 29th September, 2024.**However, we may shortlist and hold interviews on a rolling basis and/or close the process earlier if there is a high volume of applications so we encourage you to apply promptly. |
| 1. **Submitting your application**   Please send this form and the Equal Opportunities Monitoring form via email to [recruitment@permaculture.org.uk](mailto:recruitment@permaculture.org.uk). **Please send it in: .doc, .docx, .odt format.** |
| 1. Your privacy is important to us. If you are unsuccessful in your application, we will hold your information for up to 6 months after the post has been filled before disposing of it. If you would like to join our e-bulletin to hear about future job opportunities and other permaculture news, you can [subscribe online](https://www.permaculture.org.uk/subscribe?utm_source=frontpage%20top%20banner&utm_medium=banner&utm_campaign=banner). |

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