#####

Guidelines for Applicants

Please read these notes carefully before completing the application form. This contains a job description, person specification, application form, equal opportunity monitoring form.

EIA supports anonymous recruitment. This means that your personal identifying information will be removed prior to assessment and shortlisting, therefore avoiding bias from the hiring process.

We actively promote equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.

Job Description

This describes the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying. Please give examples of how your achievements are relevant to this job description when completing Part 5.

Person Specification

This describes the skills, experience, knowledge and other factors we shall be looking for when selecting applicants.

Please read this carefully and address how you fulfil each point when answering Section 5 on the application form.

It is very important that you fill this in accurately and concisely, giving evidence of skills and experience where possible.

General Information

EIA only accepts applications by email.

If you are short-listed for interview we will reimburse the cost of your London travel at standard class public transport rates on production of receipts.



##### Application for employment with The Environmental Investigation Agency UK

##### Please read the guidance notes before you fill in this application form

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| --- |
| Office use  |
| Date received |  |
|  |  |

Post Details

|  |  |
| --- | --- |
| Post applied for: Project Officer | Post reference no:  |

Part 1. Personal Details

|  |  |
| --- | --- |
| Title: | First name: |
| Other: | Last name: |
| Address:  | Home phone number:  |
|  | Work phone number:  |
|  | Mobile phone number: |
| Postcode:  | E-mail address:  |
| If you are currently working, how much notice would you have to give your employer?  |

##### Part 2. Work History

Please tell us about your work history including any part time or voluntary work. Please start with your most recent work:

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Addressof Employer | Job Title and Main Duties(state if full/part time or voluntary) | From | To | Reason for leaving |
|  | . |  |  |  |

Please give details of your main duties and achievements in your present or most recent job.

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Part 3. Education and Qualifications (please use extra sheets if you need to)

Please list your educational history and qualifications, starting with the most recent

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| --- | --- | --- | --- |
| Dates | Qualification | Where this was gainede.g. secondary school/college/university | Grade |
|    |  |  |  |

**Part 4. Other training** (e.g. membership of professional bodies, training courses etc.)

|  |  |  |
| --- | --- | --- |
| Course/Qualification title | Date  | Where this was gained |
|  |  |  |

Part 5. Experience (Please use extra sheets if you need to)

Please explain how your experience and skills suit the post by addressing ALL the points in the Person Specification. Please respond under each point

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| --- |
| Essential* Experienced user of Microsoft Office, including Excel, and collaborative working tools (e.g. Sharepoint, Teams)
* Good oral and written communication skills, including knowledge and experience of key social media platforms
* Ability to prepare accurate, relevant and clearly presented financial and narrative reports
* Ability to clearly articulate financial concepts and prepare high-level financial summaries – financial management is a priority responsibility within the role
* Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities
* Ability to work well within a diverse team
* Legal right to work in the UK.

Desirable* Project management experience
* Understanding of donor reporting and compliance
* Experience with organising workshops, seminars and roundtables
* Experience working in an international environment, or with partners based overseas
* Accounting experience/qualification
* Commitment to working on environmental issues
* Broad knowledge of climate and ocean issues
* Foreign language skills
* Prepared to travel outside the UK at short notice.
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6. Existing Contacts within EIA

Please indicate if you know any existing employees, trustees or directors of EIA and if so how you know them, ‘know’ refers to any relationship, however remote.

7. References

If you have worked before or are currently working, one of your referees must be your present or last employer.

|  |  |
| --- | --- |
| Referee 1 Name: Position: Address: **Phone number:****Email:** Type of reference   | Referee 2 Name: Position: Address: **Phone number:****Email:** Type of reference  |
| Can we contact your referees before your interview?  Referee 1 Referee 2  |

Part 8. Other Information

Do you need a permit to work in the United Kingdom? Yes/No

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent? Yes/No

If yes please give details

Are there any reasonable adjustments that EIA should make if you are invited for interview? Yes /No

If yes please give details

Where did you hear about this job?

**I declare that the information that I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.**

 **I hereby give my consent to EIA processing the data supplied on this application form for the purpose of recruitment and selection and to store this information for a period of 3 months**

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| --- | --- |
| Your signature:   | Date:  |