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| LGBTfoundationPosition Applied For: |  LGBT Foundation **Application Form - Part 2**Grants & Contracts Coordinator  |

Please complete all sections of the form in black ink or type directly into the boxes (the boxes will expand as you type into them). Application forms that are not completed in full will be automatically rejected. CV’s will not be accepted.

Applications should be returned to:

* EMAIL: recruitment@lgbt.foundation

The closing date for return of completed applications, including a completed equal opportunities monitoring form (available from [www.lgbt.foundation/jobs](http://www.lgbt.foundation/jobs)) if one is not included in your application pack): 9am on Tuesday 1st February 2022

Interviews will take place on Thursday 10th February via Zoom.

The lawful condition for processing this data under GDPR is ‘fulfilment of contract’.

LGBT Foundation will use this information to shortlist during and as part of the application process.

If successful, we will add you to payroll and to our pension provider, as well as our own internal HR system. We will not share this information with anyone else for any other purposes. We use authorised third parties to help us process our data who are also GDPR compliant.

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# Current Experience

Please complete this section, listing details of your current employer and the duties you perform in your current role.

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| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |   |
| **Length of Service** |  |
| **Duties and Responsibilities**  |  |
| **Reason for leaving** |  |

# Previous employment

Please include paid or unpaid work / volunteering and account for any gaps. If you need more space, please continue on a separate sheet clearly stating the section of the form, your name and the position you are applying for.

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| **Name & Address of Organisation** | **Length of Service** | **Brief description of duties and responsibilities (including reason for leaving)** |
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# Experience, skills, abilities and knowledge

The first stage of the application is answering 3 questions based upon the organisation’s values and your knowledge.

**Question 1 and 2:** these answers will need to be in written format. Please type your answers of no more than **300 words** per question at the end of this document.

**Question 3:** You can choose to answer this using a video OR audio format submission (nothing fancy, just using your phone is fine). If you have a particular reason as to why you cannot submit in this format and would prefer to use a written response, please type your response using 300 words or less per question onto a separate page at the end of this application.

The Video/Audio file can be attached to the main email OR if the file is too big we suggest using a file transfer linking service such as [WeTransfer](https://wetransfer.com/) and email BOTH submissions together to recruitment@lgbt.foundation using the same email that you sent this application from.

Add “Grants and Contracts Coordinator – *Your Name”* to the message

Click [here](https://www.youtube.com/watch?v=gmzMsSCKj4E&t=6s) on how to use WeTransfer.

1. **Drawing on your previous experience, please tell us about a time when you have successfully written and submitted a funding application, and how you collaborate with others ensure successful funding applications.**

Submission Type - Written (300 words)

1. **Please tell us about how you would analyse financial information and present it in an accessible format (such as budgets for funding applications).**

Submission Type - Written (300 words)

1. **Please tell us about your process for researching new funding prospects and opportunities, and how you effectively communicate with funders to form initial funding relationships.**

Submission Type (choose 1) - 3 Minutes or less

☐ Video (File Name Q3) ☐ Audio (File Name Q3)

LGBT Foundation is part of the Disability Confident scheme and is an Investors in People accredited organisation. If you prove to us that you meet all of our essential criteria, you will be guaranteed an interview.



Do you consider yourself to be disabled?

**Yes No**

If yes, please note here any arrangements which would need to be made if you are called for interview.