## Chief Executive

*(please only use the space provided and do not exceed the number of pages in this form)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Date:** Monday, 1 July 2024 at 12 noon | | | |
| **Name:** | | | |
| **Address:** | | | |
| **Contact Telephone Number:** | | | |
| **Education:** (please do not include dates) | | | |
| Degrees or Post Graduate Qualifications with grades and institutions attended: | | | |
| Membership of Professional Bodies: | | | |
| Please give details of any other **relevant** qualifications or training courses: | | | |
| Please give details of any relevant voluntary service or community work that you have undertaken on an unpaid basis: | | | |
| Name and Address of **Current (or most recent) Employer**: | | | |
| Post Held: | Date Appointed: | Current Salary: | Notice Required: |

|  |  |
| --- | --- |
| Employment History Please list, starting with the most recent, any previous positions you have held **which are relevant** to this application. | |
| Employer and Post Held: | Dates: |
|  |  |
|  |  |
|  |  |
|  |  |

# Evidence of Experience, Skills and Abilities Relevant to this Post

On the following pages, please clearly demonstrate through the use of personal and specific examples how you meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection. Please only use the A4 page provided.

# Experience:

1. Three years' experience (within the past five years) in planning, regeneration, engagement, community development or environmental fields relevant to the aims and work of Community Places.
2. Experience gained over the past three years of successfully developing and/or implementing strategic and operational plans.
3. Experience gained over the past three years of implementing or adhering to financial management systems at an organisational level.
4. Working experience in the delivery and operational management of community planning or engagement programmes, projects or services.

# Skills, Abilities and Knowledge:

1. Knowledge and understanding of planning and engagement issues as they affect disadvantaged communities.

# Desirable Criteria

# Please provide any evidence you have of:

1. Experience of working in a planning advice role. This should include direct experience of providing planning advice to members of the public.

Do you have access to transport for travel extensively throughout the region as required by the post?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

This post will require occasional evening and weekend work. Are you willing to work unsociable hours?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

|  |  |
| --- | --- |
| Referees Please give below the names of two people we may contact for a reference after an interview, at least one of whom should be your current or most recent employer: | |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

|  |  |
| --- | --- |
| Declaration I declare that the information I have provided on this form is, to the best of my knowledge, true and complete. | |
| Signature: | Date: |

Please return this form to [**celine@communityplaces.info**](mailto:celine@communityplaces.info)by email on or before **noon** on **1 July 2024.**

We will acknowledge receipt of your application by email.

**Interviews for this post will be held on 4 July 2024.**