**Application form for post of Project Manager,**

**Buxton Civic Association**

***NB Please expand sections for your answers as necessary.***

**Please also send us a copy of your CV.**

*In case you are selected for interview please keep January 14th 2021 free in your diary for a possible interview.*

**1. PERSONAL DETAILS:**

**Name:**

**Address:**

**Telephone number:**

**e-mail**

**2. CURRENT EMPLOYMENT:**

**Employer:**

**Job Title:**

**Tasks and responsibilities:**

**How long have you been in this post?**

**3. PREVIOUS EMPLOYMENT HISTORY**

For each of the most relevant posts, including your current or most recent employment, please give name of employer, dates of taking up and leaving the post, reason for leaving post and a brief description of your role and responsibilities.

4. **PROFESSIONAL / PRACTICAL QUALIFICATIONS**

**5. EDUCATIONAL HISTORY**

Please give details of qualifications gained

6. **RELEVANT EXPERIENCE**

Please explain how your past work helps meet the requirements of this job. In particular:

1. Describe your experience and understanding of project management work, outlining in particular the size (in terms of budget and number of staff or volunteers involved) of the projects you have been responsible for.
2. Describe your experience of leading a team including line management and work programming
3. Describe your experience of managing a budget for projects.
4. Describe your level of familiarity of working with Excel spreadsheets
5. Outline your experience of report writing
6. Describe your previous engagement with conservation or heritage management work, or community engagement work.
7. How much experience do you have of working with
   1. Committee
   2. Volunteers

1. What experience do you have of contract management?
2. Outline your experience of PR work including liaison with the press

7. **ANY OTHER INFORMATION**

Use this space to tell us anything else, maybe relating to your interests and life experience, that you would like us to know when short-listing for the post

**8. REFEREES**

We will definitely take up references prior to appointing. One of these MUST be your most recent employer.

**REFEREE ONE**

**Name**

**Address**

**Telephone number**

**E-mail**

**How does this person know you?**

**How long has he or she known you?**

**Are you happy for us to contact this referee prior to interview? YES/NO**

**REFEREE TWO**

**Name**

**Address**

**Telephone number**

**E-mail**

**How does this person know you?**

**How long has he or she known you?**

**Are you happy for us to contact this referee prior to interview? YES/NO**