

Applicant No.

Mere Town Council – Project Co-Ordinator (PART TIME)

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by:

Noon on Thursday, 28th April 2022

To the Town Clerk, Mere Town Council, Duchy Manor, Springfield Road, Mere, Wiltshire.
BA12 6EW

Email: lindseywood@merewilts.org

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: **Project Co-Ordinator (Part Time)**

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:

Position Held

Is this your current job?

Yes / No

Start Date

Leaving Date (if applicable):

Notice Required

Basic Salary / Wage

Other Allowances

Reason for Leaving

Key responsibilities and / or achievements:

- 1.
- 2.
- 3.
- 4.

All Previous Employment

Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

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Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. The requirements listed in the person specification for the job are listed below. If you have any experience of fulfilling these requirements or can demonstrate/illustrate how you can meet these requirements, please take the opportunity to do so.

1. Good verbal and written communication skills

2. Able to accurately collate, analyse and present complex information and data in a clear and concise way

3. Taking part in project meetings and proposing adjustments

4. Strong organisation, planning and time management skills

5. Problem solving and decision making

6. Negotiating with contractors and suppliers

7. Ability to work under pressure

8. Sound knowledge in the use of Microsoft Office, Outlook, Word, Excel etc.

9. Determination and persistence

10. The ability to trust your intuition with minimal supervision

11. The ability to work well in a group setting

12. Thorough attention to detail

13. Empathy and situational awareness

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.

Name	Address
Email Address if available	
Position Held	Day Contact Number

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Email Address if available	
Position Held	Day Contact Number