# APPLICATION FORM

**Senior Manager Delivery Team (Maternity Cover)**

**3 or 4 days (21 or 28 hours) per week (part-time)**

**Initially 10 months, potentially up to 12 months, fixed term contract**

**Instructions**

* Please complete this application form using a computer.
* Please read the accompanying application pack carefully, and ensure you fully answer all the questions on this form.
* There are 9 sections on this form, and you must complete all sections (unless they are marked ‘Optional’). Incomplete applications will not be considered.
* Uncompleted, this application is 10 pages long. Your completed application may be longer than 10 pages, but please note the page limits for Sections 3 and 4 of the form.
* Pag2 of this application form, with identifying information, will be removed before application forms are passed to those shortlisting applicants. We therefore prefer that you submit your application as a **Word** document (rather than in PDF).
* Completed application forms must be received by **12.00 noon on Thursday 11th July 2024.**  **We regret that late applications cannot be considered.**
* Applications should be emailed to [vacancy@bihr.org.uk](mailto:vacancy@bihr.org.uk)

## Your details

**Last name:**

**First Name:**

**Address:**

**Telephone:**

**Email:**

**How did you hear about this vacancy?**

## Disabled applicants (optional)

BIHR operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria for the role (defined as meeting 70% of essential criteria in the person specification). For further information about this policy please email [vacancy@bihr.org.uk](mailto:vacancy@bihr.org.uk).

Please check the box below to be considered under the Guaranteed Interview Scheme:

All candidates invited to interview, irrespective of whether they would like to be considered under the Guaranteed Interview Scheme, will be asked whether any reasonable adjustments will be needed at interview (or during other aspects of the selection process).

## Employment history

#### Total number of years/months in employment

Please state below the total no of years/months you have been in employment:

\_\_\_ years \_\_\_ months

#### Details of previous employment history

Please also provide details of previous employment history in the table below. Start with **your current or most recent employment**, and complete the information in the table for each employer. If you have undertaken any **voluntary work**, you may also give details of this in the table below, writing ‘Unpaid’ in the Pay Column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/location of organisation** | **Dates employed**  **(MM/YY –**  **MM/YY)** | **Title of role and summary of main responsibilities** | **Pay** | **Reason for leaving** |
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You may also add additional rows to the table above; but the Employment History section as a whole should not exceed 2 x A4 pages.

#### Current notice period

If you are currently in employment, please also state below what your notice period is:

## Education and training

Please provide in the table below details of education and training you have undertaken. **Start with the most recent** and complete the information in the table for each entry:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution or provider** | **Course title or qualification obtained** | **Grade (if applicable)** | **Relevant course content** | **Year** |
|  |  |  |  |  |
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You may add additional rows to the table above; but the education and training section as a whole should not exceed 2 A4 pages.

## Reasons for applying

#### Interest in BIHR

Please explain in the box below why you are interested in working for The British Institute of Human Rights. Your answer to this question should not exceed **200 words**, please note your word count at the end of your answer.

|  |
| --- |
|  |

#### Interest in role of Senior Manager Delivery Team (Maternity Cover)

Please explain in the box below why you are interested in the role of Senior Manager Delivery Team. Your answer to this question should not exceed **300 words**. Please note your word count at the end of your answer.

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## Personal statement

**Essential criteria**

Please carefully read the requirements for this role as set out the person specification. The requirements are also in the left-hand column of the table below. In the right-hand column of the table below, **describe and evidence** how you meet the requirements that are listed in the left-hand column. Please ensure you address each of the criteria in the left-hand column.

In describing / evidencing how you meet the requirements, you should not exceed 2750 words in total. Please note your word count at the end. Extra pages, up to the word limit, can be added to this section, but **please do not replace this section with a cover letter or CV;** this will be considered an incomplete application and will not be considered.

|  |  |
| --- | --- |
| A “can-do” attitude, enthusiastic people person, who is a strong internal and external communicator. |  |
| An understanding of the importance of equality and non-discrimination for BIHR’s work, as set out specifically in the HRA and Equality Act as they currently stand. |  |
| Strong management skills supporting a busy and dynamic Delivery Team of specialists in a small charity setting. |  |
| Strategic thinker who can bridge the operational management of a team and the organisational strategy and priorities. |  |
| Highly organised with excellent planning and problem solving skills and the ability to support the team’s plans – we are a busy, dynamic team working in multiple ways, so planning, monitoring, and empowering the team to solve problems are vital. |  |
| Excellent internal and external relationship management skills, with the ability to hit the ground running for client, sector networks, and funder relationships. |  |
| Ability to follow and champion internal policies, procedures and processes and support the team to do this. |  |
| A genuine commitment to the Human Rights Act, BIHR and our approach – you do not have to be a legal expert, but you do need to champion our approach of working with both rights bearers and duty holders, of being honest and accurate about the HRA and balancing competing rights, and the focus on the practical implementation of the HRA outside of the courtrooms. |  |
| Excellent IT skills and confidence, particularly using MS Teams, Outlook, Planner, PowerPoint, Word and Excel, leading by example with the team. |  |
| Experience of charitable income generation either through development of consultancies and consultancies or grant funding with trusts and foundations. |  |
| Experience of working with or in community groups in the UK. BIHR runs a number of programmes supporting community groups to use the HRA as an advocacy and change tool. It is important that you understand the opportunities, complexities and risks of working with community groups. |  |
| Experience of working with or in public bodies in the UK. BIHR runs important learning, development, and practice leads programmes on the HRA to support bodies to be accountable for their legal duties under the law. It is important that you understand the opportunities, complexities and risks of working with public bodies. |  |
| A demonstrable commitment to working in the charity sector, and in particular focused on working for positive change by implementing the current law. |  |

## DESIRABLE CRITERIA (OPTIONAL)

If you meet any of the desirable criteria for the role, describe and evidence in the right-hand column of this table how you meet the criteria (max 750 words in total)

|  |  |
| --- | --- |
| **Desirable criteria** | |
| Knowledge or experience of health, social care, social work, housing or education in the UK. These are the primary areas of BIHR’s human rights practice work, which informs our policy work. |  |
| Experience of being on a Senior Management Team is useful, but not essential if you have excellent management experience |  |
| Experience similar to BIHR’s practice based work focused on building the capacity / knowledge of others to use legal frameworks in their everyday work and lives. |  |
| Experience of co-production and/or working with lived experience experts in development and delivery work. |  |
| Knowledge of the Human Rights Act would be a bonus, but is not essential as the Delivery Team are subject matter experts. |  |

## REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer. (We will not contact referees until an offer of employment is made).

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Full name |  |  |
| Relationship |  |  |
| Position |  |  |
| Organisation |  |  |
| Email address |  |  |
| Telephone |  |  |
| Postal address inc. postcode |  |  |

## DECLARATIONS

#### Eligibility to work in the UK

To comply with the provisions of immigration law, successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed. We are not able to support visa applications for this role.

Please check this box to confirm that you are eligible to work in the UK:

#### DBS checks and criminal convictions

Many staff roles at BIHR are subject to at least a standard DBS check due to our contact with children and vulnerable adults, as defined by the DBS. Each role is risk assessed, and upon appointment, the successful applicant will be notified if there is need for a DBS Check. Staff can complete a self-declaration form at that stage to declare any relevant information.

A criminal conviction will not necessarily prevent you from being employed at BIHR. However, if a DBS Check is completed and the disclosure certificate reveals offences or flags any concerns, BIHR’s risk assessment process will then be followed. There is the potential that, following this process, employment may be terminated.

Please check this box to show you have understood the above:

We also ask you to note below any previous convictions not yet spent under the Rehabilitation of Offenders Act 1974, providing details of the offence and date of conviction:

#### Accuracy

Please sign and date below to confirm: (1) that the information you have given on this application form is, to the best of your knowledge, true and accurate; and (2) that you understand that any untrue or inaccurate information given on this application form may lead to the withdrawal of a job offer or termination of employment:

|  |  |
| --- | --- |
| Signed  (an electronic signature is sufficient) |  |
| Date: |  |

## Submitting your application

* As noted earlier, completed application forms must be received by **12 noon on Thursday 11th July 2024.** We regret that late applications cannot be considered. Applications should be emailed to [vacancy@bihr.org.uk](mailto:vacancy@bihr.org.uk)
* Interviews with shortlisted candidates will be online via Microsoft Teams, and are likely to take place in week commencing Monday 29th July 2023.
* We will let candidates know whether they have been selected for interview by the latest Tuesday 23rd July 2024; if you have not heard from us by this date, you may assume that you have not been shortlisted on this occasion.
* We regret that, due to the number of applications we receive, it is not possible for us to respond to all applicants; only shortlisted candidates will be contacted.