

**Greater Manchester Living Wage Campaign Co-ordinator Application Form**

**Please send this completed form, with your C.V., to** **contact@gmpovertyaction.org****, by 10am on Friday 24th May**

The C.V. should include your education/qualifications, including information on any relevant training courses, and your employment and volunteering history, including involvement in campaigns.

Name ........................................................

Address ........................................................

Phone .........................................................

Email .........................................................

**Information in support of your application**

*With reference to the Job Description and Person Specification document, please tell us about your skills and experience that are relevant to the Key Responsibilities of the role, and how they meet the requirements described in the Person Specification.*

|  |  |
| --- | --- |
| **Person Specification** | **Your skills and experience (maximum 1,500 words in total)** |
| Strong campaigning and networking skills, with the ability to bring different people together for joint activities.  |  |
| Event and meeting management skills.  |  |
| The ability to work unsupervised, with strong time management skills.  |  |
| A good understanding of key stakeholder relationships within Greater Manchester, including understanding of the Combined Authority, local authorities and businesses.  |  |
| Knowledge of the real Living Wage and in-work poverty.  |  |
| The ability to speak to different audiences and people in different positions of seniority and from different backgrounds. |  |
| Good written skills, with the ability to condense complex information.  |  |
| The ability to use social media to convey important updates and campaign messages.  |  |
| A commitment to the [values of Greater Manchester Poverty Action](https://www.gmpovertyaction.org/about-us/). |  |
| A commitment to the promotion of the Real Living Wage. |  |
| Basic administrative skills. |  |

**Preferred hours**

*The role is part-time, with an average week involving 2 days (14 hours) of work. Ideally applicants will be able to dedicate one regular day to the role, and to be flexible as necessary at other points in the week. We understand that applicants may have other part-time contracts or jobs, and we will seek to be flexible as contractors. Evening and weekend work will be rare but these options are included in the following section for completeness.*

Would you be able to dedicate one regular day of the week to the Campaign? YES/NO

Please mark with an X, any times when you will be **unavailable** on a regular basis, i.e., the times that you have regular commitments:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

Do you have any other comments about your preferred/available hours? ........................................................

**Interviews**

*Interviews will take place through Monday 3rd and the morning of Tuesday 4th June, at Church House, 90 Deansgate, Manchester, M3 2GH*

Will you be available at those times? YES/NO

Please mark with an X, any times when you will be **unavailable**, i.e., the times that you have commitments:

|  |  |  |
| --- | --- | --- |
|  | **Mon 3rd June** | **Tues 4th June** |
| **Morning** |  |  |
| **Afternoon** |  | *No interviews* |

**References**

Please give the detail of **two** references

1) Name of referee and relationship to you .......................................................

Address ........................................................

Phone .........................................................

Email .........................................................

2) Name of referee and relationship to you .......................................................

Address ........................................................

Phone .........................................................

Email .........................................................

Finally, please tell us how you heard about this vacancy ........................................................