# Application form: Office Manager

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| **PERSONAL INFORMATION** | | |  | | | |
| **Title** |  | **Name** | |  | | |
| **Address** |  | | | | | |
|  | | | |  |  |
| **Phone number(s)** |  | | | | | |
| **Email address** |  | | | | | |

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| **Do you require a work permit?**  Please note, unfortunately we are unable to obtain work permits for this post, and you should therefore only apply if you are already eligible to work in the UK. | ◻ Yes  ◻ No |

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| **REFENCES** | |  | | |  |
| Please provide details of two referees, one of whom must be your current or previous employer. We will not contact referees prior to offering the post to the successful candidate. | | | | | |
| **Referee 1** | | | **Referee 2** | | |
| **Name** |  | | **Name** |  | |
| **Organisation** |  | | **Organisation** |  | |
| **Position** |  | | **Position** |  | |
| **Address** |  | | **Address** |  | |
| **Phone number** |  | | **Phone number** |  | |
| **Email address** |  | | **Email address** |  | |
| **Relationship to referee** |  | | **Relationship to referee** |  | |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Employer** |  |
| **Address** |  |
| **Position(s) held** |  |
| **Dates employed** |  |
| **Key responsibilities** |  |
| **Key achievements** |  |
| **Reason(s) for leaving** |  |
| **Salary** |  |
| **Notice period** |  |

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| **EMPLOYMENT HISTORY** | | | |
| **Dates** | **Name and address of employer** | **Position and responsibilities** | **Reason for leaving** |

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| **FORMAL EDUCATION** | | | |
| Please put the most recent first. | | | |
| **Dates** | **Institution** | **Subject(s)** | **Qualification** |
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| **PROFESSIONAL TRAINING** | | |
| **Dates** | **Institution** | **Subjects and qualifications** |
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| **APPLICATION CRITERIA** |
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| * Experience managing administrative processes in a comparative environment |
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| * Experience developing and improving administrative systems |
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| * Speedy and accurate data entry and word processing skills |
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| * Experience of working with a CRM system, ideally Raisers Edge |
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| * Experience of working with Microsoft Word, Excel and other MS Office programmes |
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| * Experience of providing excellent customer service |
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| * Experience of staff management in a comparable organisation |
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| * Experience of overseeing the work of volunteers. |
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| * Self-motivated and able to handle competing priorities |
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| * Methodical and organised with excellent attention to detail |
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| * Able to work as part of a team |
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| * Demonstrable Support for the aims and objectives of PSC |
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| * Clear and demonstrable commitment to anti racism, equality and diversity |
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| * Good written and verbal communication skills |
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| **DECLARATION** | | | |
| I understand that an appointment, if offered, will be subject to the information on this form being correct. I also understand that appointment will be subject to satisfactory references. I hereby certify that the information I have given in this application is true to the best of my knowledge and belief. | | | |
| **Signed** |  | **Dated** |  |

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| Please state where you saw this position advertised? |  |

Please return this completed form by **Midnight on [New Date]** to: [ben.jamal@palestinecampaign.org](mailto:ben.jamal@palestinecampaign.org)

For an informal conversation about the role, please contact Ben Jamal, on 0207 700 6313

Please write “**Application** – **Office Manager**” in the subject line of your email