Application form: Admin Support Officer

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

|  |  |
| --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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** |  |

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

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

|  |
| --- |
| **FORMAL EDUCATION** |
| Please put the most recent first. |
| **Dates** | **Institution** | **Subject(s)** | **Qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **PROFESSIONAL TRAINING** |
| **Dates** | **Institution** | **Subjects and qualifications** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **APPLICATION CRITERIA** |
|  |
| * Experience of providing administrative support
 |
| I  |
| * Professional telephone manner
 |
|  |
| * Speedy and accurate data entry and word processing skills
 |
|  |
| * A self starter, able to handle a demanding work load with flexibility
 |
|  |
| * Able to respond to and deal with difficult situations calmly and constructively

 |
|   |
| * Methodical and well organised with good attention to detail
 |
|  |
| * Experience of working with Microsoft Word, Excel and other MS Office programmes
 |
|   |
| * Ability to work as part of a team
 |
|  |
| * Good communication and relationship management skills
 |
|  |
| * Demonstrable commitment to the aims and objectives of PSC
 |
|  |
| * Experience of working with a CRM system, ideally Raiser’s Edge
 |
|  |
| * Clear and demonstrable commitment to anti racism, equality and diversity
 |
|  |
| * Good written and verbal communication skills
 |
|  |

|  |
| --- |
| **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** |  |

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

Please return this completed form by **Midnight on June 23rd** to: ben.jamal@palestinecampaign.org

For an informal conversation about the role, please contact Ben Jamal, on 07590862267

Please write “**Application** – **Admin Support Officer**” in the subject line of your email