



Peace & Justice - Building a Culture of Peace in Scotland

1. Peacebuilding Coordinator Application Form

First name:	Last name:
Email:	
Address:	
	Postcode:
Daytime telephone:	Evening telephone:
References [referees will not be contacted unless you are offered the post]	
Reference 1: Your current / most recent role	
Organisation name:	Dates of employment:
Name of most recent manager / supervisor:	
Reason for leaving:	
Email:	Phone:
Reference 2 Other recent role / voluntary position / long-term acquaintance	
Name of referee:	
Relationship to you [referees cannot be a relative of yours]:	
Email:	Phone:
If you are shortlisted for interview, would you have any specific requirements relating to a disability? yes/no	
If yes, please state what those requirements would be:	
<i>I confirm that the all the information in this application is correct to the best of my knowledge.</i> [You may sign electronically]	
Signed:	Date:

Applicant Number:

2. Education and Training

Please give details, most recent first, of any education and training you believe might be relevant to this application, including the names of the establishments you attended, the dates you were there, and the qualifications you achieved.

Name of school/university or other education or training institute	Start/finish dates of your course	Exams results / Qualifications

3. Employment history

Please give details, most recent first, of your relevant work experience for this role. Please include the names and addresses of your employers / your placement, the dates you were there, your role, your main responsibilities and your reason for leaving. Indicate whether it was paid or voluntary and how many days a week you worked there.

You may also give details of what you have done during non-work periods.

Role title, days per week, main responsibilities, paid or voluntary	Name of organisation	Reason for leaving

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Role title, days per week, main responsibilities, paid or voluntary	Name of organisation	Reason for leaving

4. Knowledge, Skills and Experience

This part of the application form is designed to give you the chance to clearly communicate to us how your skills fit the criteria set out in the person specification. We'd suggest sticking to **one or two short paragraphs per item below**, giving a detailed, evidenced example(s) for each. We are interested in your skills and potential for the role and realise that these may not come from formal educational qualifications or specific work experience, so feel free to draw on any other relevant evidence or life experience.

An example of how you could explain meeting the criteria for a post requiring "Payroll Experience":

Experience of running payroll	Essential
<p><i>When I worked in the finance team at XYZ organisation for 3 years, I was responsible for the monthly payroll for 20 staff, using the commercial "Fake Payroll" package.</i></p> <p><i>Throughout each month I processed changes to staff pay and pensions, as advised by the personnel department, created new pay records for starters, and processed P45s for leavers.</i></p> <p><i>Each month I prepared pay and pension payment schedules for input to the banking package for authorisation by my manager; submitted monthly returns to HMRC for tax and NI; and prepared summary statements for the accounts. I managed staff loans and childcare voucher deductions. I was also responsible for year-end processing and tax returns. [Please delete this example]</i></p>	

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Commitment to social justice issues including conflict resolution and peacebuilding	<i>Essential</i>
Experience of hosting and facilitating meetings and public engagement events	<i>Essential</i>
Great team player with excellent written and oral communication skills	<i>Essential</i>
High level of personal initiative and ability to work proactively & autonomously	<i>Essential</i>
Well-developed interpersonal skills, listening skills and experience of supporting others	<i>Essential</i>

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Knowledge of community project funding and experience of applying for funding	<i>Essential</i>
Project management and development experience with skills and experience in network development	<i>Essential</i>
Strong IT skills. Competent using word processing tools and spreadsheets. We use Microsoft office and google docs.	Essential
Well-developed personal network of peace and /or education contacts across Scotland	Desirable
Experience of empowering people and supporting them in promoting peace education	Desirable

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Experience of advocacy work directed at local councils, parliamentarians or other public bodies	Desirable

5. Candidate Statement

Please say, in no more than 300 words, why you are applying for this job.

This is an opportunity to give us a sense of your understanding of our work and how you would add something to the organisation, so do take a look at our website to see what we've been up to recently

www.peaceandjustice.org.uk

Please return this form to admin@peaceandjustice.org.uk no later than **Friday 21 April**. Please also complete the Equity, Diversity and Inclusion google form.