**Application Form**

**Post applied for:**

|  |  |
| --- | --- |
| Full name |  |
| Address  (Including postcode) |  |
| Email Address |  |
| Telephone |  |

Do you meet the essential criteria in the person specification?

At this stage, we are not asking for details – we will explore these further with you, if you are invited to an interview. If you do not meet these criteria, you will not be shortlisted, so please don’t send in your application.

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| --- | --- | --- |
| **Attributes, skills, knowledge and experience** | **Yes** | **No** |
| Excellent general office and finance administration skills |  |  |
| Ability to organise meetings and takes notes |  |  |
| Excellent interpersonal skills including the ability to communicate with a wide range of people |  |  |
| Excellent organisational skills, including the ability to efficiently manage time and priorities |  |  |
| Comfortable working in a flexible workplace with a small, independent team |  |  |
| Experience in using digital technology including the Microsoft Office, Zoom and other web-based software |  |  |
| Commitment to equal opportunities, and the aims and values of Sheffield Flourish |  |  |
| Willingness and ability to work occasional early evenings as required |  |  |
| An understanding of mental health and/or personal experience |  |  |

In this section of the form, we will ask you to explain why you are suitable for the role - please refer to our values here listed below and show how your current and previous work, lived-experience, training, voluntary work and activities outside the work environment enable you to meet these criteria.

We are looking for someone to join our team who shares our charity’s values:

★ We stand for hope and positive change

★ We engage critically and constructively with key issues in mental health

★  We are realistic about the barriers and exclusions which people living with mental health conditions have to face

★  We strive to be inclusive and respectful

★  We value the knowledge, ideas, and skills of people living with mental health conditions

★  We are innovative and creative

Please keep don’t write any more than 500 words – to keep the process fair, we will not consider any information provided beyond the word count.

In your own words, please tell us a bit about how you feel you represent each of our charity's values. You are welcome to talk about your work, volunteering or personal life.

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**Please return this form, along with the equal opportunities monitoring form to** [info@sheffieldflourish.co.uk](mailto:info@sheffieldflourish.co.uk)