

Survivors' Network

Application Form

DO NOT SUBMIT CURRICULUM VITAE WITH THIS APPLICATION FORM

Please complete this application form and return it to the email address below.

Confidential Application

FAO Katie Cotterell Snow

Email: [admin@survivorsnetwork.org.uk](mailto:admin@survivorsnetwork.org.uk)

|  |  |
| --- | --- |
| Closing Date | 9am on Friday 26th March 2021 |
| Interview Date | Tuesday April 6th 2021 |
| Position Applied for | Group work facilitator (12 month position) 25 hours |
| How did you hear of the opportunity? |  |

# **Personal Details**

|  |  |
| --- | --- |
| Last Name |  |
| First Name (s) |  |
| Address for Correspondence |  |
| Post Code |  |
| Daytime telephone no. |  |
| Evening telephone no. |  |
| Email address: |  |

Present or most recent work (Paid, voluntary or caring)

|  |  |
| --- | --- |
| Employer’s name and address |  |
| From: | To: |
| Employer’s telephone no |  |
| Position held |  |
| Salary |  |
| Principal Duties |  |

Previous Employment

Please include voluntary work and any other relevant experience. You will not be required to account for any gaps in your employment history.

Please use additional sheets where required

|  |  |  |
| --- | --- | --- |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |

Education and Qualifications

Please give brief details of courses attended and examination results. Please indicate any language skills

|  |  |  |
| --- | --- | --- |
| School/College/University/Further Education | | |
| From: | To: | Examination results (subjects, levels/grade attained) |
| Professional Qualifications / Membership of Professional Bodies | | |
| From: | To: | Examination results (subjects, level/grade attained)  or membership details |
| Other relevant training courses attended | | |
| From: | To: | Qualification achieved (if any) |

This section of the form tells us about your skills, knowledge, experience and attributes. Please read the Job description and Person Specification. Describe how these relate to the criteria by giving clear examples. For example it is not enough to tell us that you are a good communicator, give us an example of a situation in which you had to deploy your communication skills and what the outcome was.

We have set out the criteria provided in the job pack below to detail how you meet the essential criteria. This makes it easier for our short listing panel. Please ensure that you give as much detail as you can under each of these headings. Do not rely on information listed in the previous sections.

Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name and the position you are applying for.

|  |
| --- |
| Essential criteria  Extensive experience of facilitating and leading groups:  Experience of working with vulnerable and / or traumatised individuals:  Extensive knowledge of group dynamics and complexities which may arise in a group including maintaining boundaries and providing a safe accessible space for all members:  Experience of carrying out assessments / reviews with clients:  Experience of providing consultancy or training to volunteers or staff:  Knowledge of safeguarding procedures and experience of working with people who may be at risk of harm (e.g. at risk of suicide):  Ability to work evenings and travel throughout Brighton & Hove and Sussex:  Strong administration skills and considerable experience in software packages e.g. Office and of using database systems  Committed to personal development and having the ability to critically assess own performance and engage in reflective practice:  Experience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practices:  Excellent written and oral communication skills:  Self-motivated and focussed on delivering high quality services with an ability to function effectively in high-pressure situations:  Commitment to self-care and maintaining appropriate professional boundaries:  Ability to think creatively and show initiative:  Commitment to the vision, mission and values of Survivors' Network:  Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism:  **Desirable Criteria**  Experience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership working:  Experience of developing new service offers (particularly group work)  Experience of delivering online groups  Experience of supporting or supervising staff or volunteers  Experience of working with survivors of sexual violence  Therapeutic training or background |

References

Please give names and addresses of two referees. Where relevant, one of these should be either your present or most recent employer, college or school supervisor. (Friends and relatives may not be used as references)

|  |  |
| --- | --- |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Position: | Position: |
| Telephone No.: | Telephone No.: |
| Email: | Email: |

|  |  |
| --- | --- |
| Signature: | Date: |