All information will be treated in the strictest confidence.

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Where did you hear about this position? |  |

|  |
| --- |
| **Personal Motivation**  *With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role*. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience**  *Please detail your experience which is relevant to this role (e.g. leading complex education projects; managing large budgets etc.)* | | | |
| Job Title and Organisation | Experience (responsibilities & achievements) | Dates | Reference person (name, position, email & phone number) |
|  |  |  |  |

|  |  |
| --- | --- |
| **Qualifications and Education, including training and/or non-formal learning**  *Please provide details which are relevant to this position*. | |
| Subject | Qualification or Level |
|  |  |

|  |
| --- |
| **Skills and Experience**  *Please provide specific examples which demonstrate* ***your skills and experience*** *in the following areas:* |
| **Programme or organisation-level MEL, management, design and reporting** |
|  |
| **Impact evaluation using a variety of data collection methods and analysis** |
|  |
| **MEL mechanisms that include participants, particularly those from vulnerable groups** |
|  |
| **Communicating complex technical information to a variety of audiences in appropriate and engaging terms** |
|  |
| **Mentoring and training a multi-cultural team** |
|  |
| **Planning and implementing digital data collection and data management projects** |
|  |
| **Awareness of power dynamics e.g. race, gender, children, and how this affects delivery of MEL** |
|  |
| **High level of professional and ethical conduct, and awareness of safeguarding and child safeguarding policies and procedures when delivering MEL** |
|  |

|  |  |
| --- | --- |
| **If you are selected for this position, when would you be available to start?** |  |

|  |  |  |
| --- | --- | --- |
| **References**  *Please supply the contact details of two referees. One must be from your current or most recent line manager. Referees will be asked to confirm your experience and suitability to work with children and vulnerable adults. We will not contact referees until an offer is made.*  *In line with Link's Safeguarding policy, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.* | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

|  |
| --- |
| **Additional Information**  *Please provide any additional information relevant to your application* |
|  |

|  |
| --- |
| **Criminal conviction self-declaration**  *In order to ensure we uphold the highest safeguarding standards we ask all applicants to sign this self-declaration* |
| "I (*insert name)* hereby declare to have no spent or unspent convictions or dismissals from roles due to safeguarding related issues which may compromise my suitability for this role. By not declaring them on my application I agree my contract may be terminated if such convictions or dismissals subsequently arise.”  **Signed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| I can confirm that all the information contained in this herein is true and accurate to the best of my knowledge | | | |
| **Signed:** |  | **Date:** |  |

* Please send your **application form** and an **equal opportunities monitoring form** to [info@linkeducation.org.uk](mailto:info@linkeducation.org.uk) with the subject line “**KIM, Link Education International**”
  + The Equal Opportunities form is available here: <https://linkeducation.org.uk/work-with-us/>
* The closing date for applications is **5pm (GMT) on Friday 2 April 2021**
* Only shortlisted candidates will be contacted.