**JOB APPLICATION FORM – PART 2**

**Please complete and submit Part 1, 2 and 3 of the application**

**CONFIDENTIAL**

The information supplied on this application form will be used in the selection of employees at Arts Council of Wales. All information will be treated as confidential.

**JOB TITLE – Lottery Funding Programmes Manager**

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| **PERSONAL DETAILS** | Surname | Initials |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974?  Yes  No |
| If YES, please describe the offence(s) and date(s) of conviction: |

Referring to each of the criteria listed in the Knowledge, Experience and Attributes section of the job description, please state in the form below how your experience and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid, voluntary work. The criteria are split in to essential and desirable elements. The short-listing panel will need to know how you meet the requirements and will base their decision on the information you provide.

Please note that the boxes will expand as you write in them.

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| **WELSH LANGUAGE** | | |
| **Essential** | Fluency in Welsh (both written and spoken), and a working Knowledge or fluency in any foreign languages |  |

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| **KNOWLEDGE** | | |
| **Essential** | Sound knowledge of office procedures, database management and record keeping |  |
| **Essential** | Experience of grant funding procedures within a public sector / charitable organisation |  |
| **Desirable** | Knowledge of grants management software |  |

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| **SKILLS** | | |
| **Essential** | Highly developed IT and administrative skills |  |
| **Essential** | Good interpersonal skills with a proven ability to operate in a role that provides guidance and advice to senior leaders and managers |  |

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| **EXPERIENCE** | | |
| **Essential** | Proven line management experience |  |
| **Essential** | Experience of using data management/information systems and/or databases |  |
| **Essential** | Experience of drafting budgets, analysis and guidance |  |
| **Desirable** | Experience of operating and managing an advice service in the public sector |  |

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| **ATTRIBUTES** | | |
| **Essential** | Actively leads the team to achieve objectives, being flexible and adaptable to the team’s developing needs |  |
| **Essential** | Commitment to and awareness of equal opportunities |  |
| **Essential** | Capable of keeping up with new policies and initiatives and suggesting improvements |  |
| **Essential** | Ability to prioritise and plan own work, using initiative to make decisions within an established framework |  |
| **Essential** | Ability to communicate clearly, with tact and diplomacy, including facts and knowledge relating to detailed requests and issues |  |
| **Essential** | Excellent spoken and written communication skills with the ability to be an effective, credible and persuasive advocate. Building and maintaining relationships both internally and externally |  |
| **Essential** | Confident, authoritative and well organised |  |
| **Essential** | Ability to work effectively under pressure |  |
| **Essential** | Commitment to high standards of customer care |  |
| **Essential** | The ability and willingness to occasionally travel throughout Wales and the UK |  |
| **Desirable** | An enthusiasm for the arts, especially in Wales |  |

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| Please return this completed form, along with Part A of the application, electronically to: [**HumanResourcesDepartment@arts.wales**](mailto:HumanResourcesDepartment@arts.wales)    or by post to:  **The Human Resources Department**  **Arts Council of Wales**  **Bute Place**  **Cardiff**  **CF10 5AL**  Application forms and references (if requested) are kept for six months in case of other vacancies, and are then destroyed, unless you specifically ask that your details are destroyed sooner. All information will be treated in a confidential manner and seen only by those involved in the recruitment process. Any copies made will be destroyed after interview. If successful, an application will be retained electronically in the personnel file by the Human Resources Department. No other copies will exist. Notes made at shortlisting and at interview will be destroyed after the interviews are completed. The only further information stored after interview will be the reason why an applicant was not appointed. Interviewees are welcome to contact the Human Resources Department to request feedback about their interview. |
| To the best of my knowledge the information on this form is correct. I give my consent to the information provided by me on this form being used in the ACW recruitment process.  **Signature:** **Date:** |
| The Arts Council of Wales is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.  It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  For further information you may contact Alyn Coleman, Head of Finance & Accounting Services, at [alyn.coleman@arts.wales](mailto:alyn.coleman@arts.wales) |