**APPLICATION FORM: Corps Secretary**

Please complete this form and email it to **office@fany.org.uk** together with:

* **A copy of your CV**
* **A video OR audio file (30 to 60 seconds)** telling us why you want this role.

**Selection Process:**

* Application window closes on **3rd November**; however, if we receive sufficient responses, we may not consider any applications received after **30th October.**
* Shortlisted candidates will need to attend an Open Evening at our Headquarters in Westminster, London on **Wednesday 19th November from 1800-1930hrs** and will be invited to an online interview taking place between **10th – 17th November.**
* Start date is flexible but we are aiming for the successful candidates to start on 13th January**.**

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| **Name** | | | |
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| **ELIGIBILITY CRITERIA –** the two criteria below must be met in order to progress your application due to our vetting requirements. | | | | |
| Confirm you hold a UK, Australian, Canadian, New Zealand or USA Passport | **Yes / No** | Confirm you have resided continuously within the UK for the last five years | **Yes / No** | |

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| **Requirement** | **Please demonstrate how you meet these requirements**  ***No more than 100 words for each response please. You can use prose or bullet points as you would like*** |
| We’re looking for someone who enjoys administrative work, is highly organised, and can effectively prioritise tasks. |  |
| You’ll be managing the competing demands of 150 female volunteers, along with other stakeholders; how will you build and maintain positive relationships? |  |
| We don’t need you to be a computer programmer, but we do need someone who is confident using IT systems - particularly SharePoint. |  |

* Further information about the Corps and the role can be found at [www.fany.org.uk](http://www.fany.org.uk)