Business Development Manager   
job application questions

**We will only consider applications made through the application form** [**here**](https://docs.google.com/forms/d/e/1FAIpQLSdPMsEcPY0XTaztLXvyGArsqhZ1s7o_VHtTjs_yqCJO8xc8ew/viewform?usp=sf_linkVa2P5vqL6QX25BWjtFMdPYiG0FX_nX1WgD4Jg/viewform?usp=sf_linkCJO8xc8ew/viewform_nX1WgD4Jg/viewform)**. If you need any assistance with your application please contact us on** [**hello@thesocialchangeagency.org**](mailto:hello@thesocialchangeagency.org)

# Confidential Information

In line with our Equality and Diversity policy, the following information will not be shared with the Recruiting Manager(s) during the initial shortlisting. After shortlisting some of the information below will be provided as necessary.

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email |  |
| Phone Number |  |
| Home Address |  |

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| --- | --- | --- |
| Supplementary Information | | |
| Do you have the unrestricted right to work in the UK?  *If you do not have the right to work in the UK, your application will not be considered because we do not have a sponsorship license.* | Yes | No |
| How did you first hear about this job? | | |
| Would you like us to keep your information on file and be considered for any future job opportunities? | | |

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| --- | --- | --- | --- |
| Please list your education and/or relevant qualifications. This should include the name of the institution, subjects studied, grades/qualifications received, and date (from-to). | | | |
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| --- | --- | --- |
| References | | |
|  | **Referee 1**  (current employer if applicable) | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Position: |  |  |
| Address: |  |  |
| Phone Number: |  |  |
| Email Address: |  |  |

\*References will only be contacted when a verbal offer of employment has been given.

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| --- | --- |
| Employment History (most recent first) | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from - to) |  |
| Reason for leaving |  |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from - to) |  |
|  |  |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from - to) |  |
|  |  |

After six places of employment please only list the organisation, position, and dates

Please list any voluntary work you feel is relevant to the position:

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| --- | --- |
| Skills Please detail any other relevant skills you have here, for example: Microsoft Office, Keynote/Powerpoint, social media management tools, project management tools,. Etc. Please give details of how you have used them and the level of experience you have (e.g. basic, proficient etc.). | |
| Skills: | How used: |
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| Reasons for applying | |
| Please outline why you would like to work for the Social Change Agency. (100 words max) |  |
| Please outline why you are applying for this role. (100 words max) |  |

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| Experience Please tell us how your experience or skills fits with the below areas in the person specification, giving tangible examples, how they relate to the role, and any achievements and learnings that you would like to share. Please use bullet points where possible. | |
| Please describe your experience in analysing business development-related insights and data. (max 150 words) |  |
| Please demonstrate how you are able to weigh competing concerns effectively and to provide leadership to others in line with our values and priorities. (max 150 words) |  |
| Please describe your experience in coordinating complex work strands, including working across different teams and disciplines. (max 150 words) |  |
| Please demonstrate your ability to plan and coordinate resources on a short and long term basis across a diverse portfolio (max 150 words) |  |