Learning & Development Consultant Application (2021)

Thank you for taking the time to download our application form, please ensure you read the recruitment information on our website prior to completing the form.

We do not accept CV’s or other forms of application. If you have any questions about the role, this form or if you require any reasonable adjustments to help you to complete this form in order to make your application please contact us on 020 7978 1516 and ask to speak with Yvette Gyles.

Once completed please email your application to l.morris@managementcentre.co.uk. Please ensure you also complete the references and EDI monitoring forms, attached to the end of this document.

If you would prefer to provide a video or recording instead of a written application, please contact l.morris@managementcentre.co.uk

**About You**

This page will be removed before your application is shortlisted

|  |  |
| --- | --- |
| Full Name (include many middle names) |  |
| Home Address: |  |
| Email Address: |  |
| Preferred contact number |  |
| This role requires you to have the right to work in the UK. Do you have the legal right to work in the UK? |  |
| Are there any interview dates / times that you are **not** available to attend should you be selected for interview (see Recruitment Information for our current schedule) |  |
| Alternative times you would be available  |  |
| =mcLearning is committed to Equality, Diversity and Inclusion and we welcome applications from all who believe they fit the essential requirements of the role. Therefore please let us know if you require any support or reasonable adjustments for any part of the recruitment process. Is there anything we can do to support you in this process? |  |
| Where did you hear about this role? |  |
| What are you preferred working arrangements for this role (full or part time)? |  |
| Are you comfortable travelling for work, both in the UK and internationally, when it is safe to do so? |  |

**Declaration of Interest**

|  |  |
| --- | --- |
| Are any of the employees of =mc personally known to you? If yes, who do you know and what is your relationship? |  |

**Why do you want to be considered for this role**

Please use this table to tell us why you would like to be considered for this role. Please don’t go over two pages.

|  |
| --- |
| Why are you interested in the role of Learning & Development Consultant, and why would you like to work at =mc Learning specifically? |
|  |
| How do you learn new skills? Please tell us about your approach and provide an example of recent learning. |
|  |
| What do you think the current challenges are in the not-for-profit sector, and how can learning and development help with those challenges? |
|  |

**About Your Experience**

We would like to know about your career history. Please don’t include length of service / years in role. We are interested in the *quality* of your experience and your learning in previous roles. *As per the role profile, we are seeking candidates with experience in charity / non-profit organisations, and experience of working in fundraising, communications or programme delivery*. We also want to know about your experience of delivering interactive and effective presentations within these roles. Please add as many rows as you need to.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Role Purpose | What you did | What you learned |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**About your skills and abilities**

These are the skills and abilities you will need for the role of Learning & Development Consultant. Use this table to demonstrate your skills and abilities with examples in relation to the items listed. Please use bullet points / short text answers.

|  |  |
| --- | --- |
| Area | Your skills and abilities |
| Approach to Work* Results orientated and able to work to defined targets
* Commitment to =mc’s equality, diversity and inclusion policy, ensuring all learners feel safe and comfortable on our programmes
 |  |
| Skills:* Excellent relationship building
* ability to work individually and as part of a team
* ability to prioritise and organise time
* IT: proficient in Microsoft word, Microsoft PowerPoint, Microsoft Teams and Zoom
 |  |

Your application will be treated in the strictest confidence. All applications are held on file for 12 months only, after which it will be deleted automatically once the data retention period has ended. Should you wish to remove your details prior to this date please contact l.morris@managementcentre.co.uk. By submitting your personal information, you are permitting =mc to access, use and store your information on it‘s computerised systems for recruitment purposes. Your application will be used for recruitment and selection and to produce anonymised monitoring statistics. Your application will be regarded as strictly confidential and will be stored securely.

This page will be removed before your application is shortlisted

**References**

Please provide the names and contact details of two referees. The email address should be a work email address. References will only be requested if you are made an offer.

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship i.e. Manager:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship i.e. Manager:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

**Declaration**

|  |
| --- |
| I understand that personal information contained in this application will be stored for the purposes of arriving at a selection decision and the sensitive data will be monitored for the purpose of the equal opportunities monitoring. I understand that if appointed the information will be used for the basis of my personnel record. I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false or misleading information. I understand that any employment offer will be subject to satisfactory references. |
| **Signed:** |  |
| **Date:** |  |

This page will be removed before your application is shortlisted.

# Equality and diversity monitoring form

=MCwants to meet the aims and commitments set out in its Equality, Diversity and Inclusion policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your application to l.morris@managementcentre.co.uk

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 