

Islington Refugee & Migrant Forum (IRMF)
C/o Voluntary Action Islington (VAI)
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**ISLINGTON
REFUGEE AND
MIGRANT FORUM**

020 7832 5847: info@islingtonrefugeeforum.org : www.islingtonrefugeeforum.org/

Charity Registration No: 1116479: Company Registration No: 05603929

Guidance for applicants when completing this Job Application Form

Please note that all applicants should read this guidance notes before complete this Job-Application-Form.

General

The IRMF will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Candidates will be assessed through job-application, interview, and competence, and this job application form plays a crucial part in the selection process.

Please complete this form as fully and accurately as possible - don't leave incomplete section. The Application Form can be completed in word processor or by printing and complete in Black pen and post the original completed form.

Job applied for:

Reference number:

Closing date:

Section: 1 Personal Details

Complete full Name, Address, Contact Details, National Insurance Number, and if you have restrictions to work in the United Kingdom.

Section 2: Present / most recent employment

Your most or present employer could either paid or unpaid - voluntary work you doing currently. Please write in full the name of the employer or organisation you worked in, address, notice required if you are working, reason why you leaving and brief description of duties/ activities you do/ did.

Section 3 Previous employment / work experience

List all previous employment and experiences starting by most recent employer excluding the current - name, address, how long you worked, your job title, and reason for leaving. Don't leave any gaps.

Section 4 Education

Make sure you give all the information we need in the application form. These include name of school/ colleges/ university, dates where you studied including the grades/ level you achieved in your exams e.g. GCSE, 'A' Level, NVQs, BA, MA. You could provide details of skills you obtained in the Personal Statement. Please also note that you will provide us original documentary evidences of any qualifications.

Section 5 Personal Statement

The Personal Statement section is an important part of the application form. This is where you should describe your experience, skills and abilities to relevant to the post. CV is not accepted to attach with this Job-Application form. You must demonstrate competence in all areas listed in the Person Specification organised in separate headings by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. If you do not send us this statement, you will not be considered for short listing. Please note, **in order to response the Personal Statement in your application, please follow the instruction in the next-page table: -**

Essentials	Desirable:
EDUCATION and QUALIFICATIONS	QUALIFICATIONS
<ul style="list-style-type: none"> Educated at least university degree level and demonstrated academic competence 	<ul style="list-style-type: none"> Other related qualifications/ or accredited training attended
Work EXPERIENCE	
<ul style="list-style-type: none"> A minimum of one year of working experience in the relevant field or similar role to the post applying 	Experience in fundraising and project development
<ul style="list-style-type: none"> Experience of working with voluntary and community organisations 	
<ul style="list-style-type: none"> Experience of community-based outreach work and identify the needs of small organisations 	
<ul style="list-style-type: none"> Experience of assessing and managing risk and vulnerability 	Experience of working with people have multiple and complex needs
<ul style="list-style-type: none"> Experience of monitoring performance of organisations and writing reports 	
Essentials	Desirable:
KNOWLEDGE, SKILLS and ABILITY	
<ul style="list-style-type: none"> Good communication skills - fluently speaking and writing in English 	Speaking one of the communities' languages
<ul style="list-style-type: none"> The ability to set up, develop and manage project's programme 	Experience of fundraising
<ul style="list-style-type: none"> The ability to monitor and evaluate the outcome of project's implementation and prepare periodic reports 	
<ul style="list-style-type: none"> Knowledge of assessing and identify the needs of small voluntary organisations as whole 	

<ul style="list-style-type: none"> • Empathy with refugees and asylum seekers issues 	
<ul style="list-style-type: none"> • Knowledge of all relevant legislation, and policies relating to the third sector 	
<ul style="list-style-type: none"> • Prioritising skills and meet timescales and working under pressure 	
<ul style="list-style-type: none"> • Ability to work effectively in multi-agency teams and establish safe and effective working partnerships with other agencies and disciplines 	Knowledge of managing risk and vulnerability with a particular emphasis on safeguarding in a multi-agency environment
<ul style="list-style-type: none"> • The ability providing evidence of being able to make decisions and work as a team 	

Section: 6 Additional information

In section 6, a space is given to be used if more information is needed to add that have not covered in the application.

Section: 7 References

The IRMF will make verification of employment and suitability of all candidates applied for any post. The IRMF will approach referees of all shortlisted candidates. You must give two referees that have had managerial or supervisory responsibility role in your previous paid and unpaid work. One of whom must be your current or most recent employer. If you have not worked before, - e.g. teacher, tutor, etc can comment on your ability to do the job. If one of your listed referees not responded our request, we may ask you to provide alternative referee.

Section: 8 Safeguarding

The IRMF is committed to safeguarding and we expect all its trustees, staff and volunteers to share this commitment.

Section: 9 Criminal Conviction

The post applied might involve working with vulnerable people and all shortlisted applicants will be asked to disclose if they have any unspent sentences and outstanding cases. All applicants are required to give full details of their criminal record. With your application for employment, IRMF will carry out offenses checks in the strictest manner.

Section: 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. The recruitment monitoring form provides us in terms of equality and accessibility to all potential applicants. Please complete fully and clearly. All short-listed candidates will be required to produce evidence of eligibility to work in the UK.

Section: 11 Declaration

Please write your name in capitals and sign. By signing this section, the information you have provided in this job-application form is accurate. If the information you presented is false, you will be liable and it is against the law. It is also required by the Data Protection Act 1998 (amended in 2018) that we must ask you to freely give your consent to the processing of information on this application form.

If your application will be submitted via email and not signed, you will be asked to sign in our office if you are only shortlisted for interview.

Once the job-application form is completed, please check all sections are fully completed and signed. Then send via email to: -

info@islingtonrefugeeforum.org

NB: Please make sure that you should receive receipt confirmation from us after you submitted your completed job application form. You may email us if you not received.