**APPLICATION FORM – Regional Manager**

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Name** |  | | | |
| **Your location** |  | | | |
| **Position applied for** |  | | | |
| **How far are you willing to travel** |  | | | |
| **Telephone number** |  | | | |
| **Email address** |  | | | |
| **Drive and have own car** | **YES** | **☐** | **NO** | **☐** |
| **Been in prison or on probation** | **YES** | **☐** | **NO** | **☐** |
| **If you are still on license, when does it end?** |  |  |  |  |
| **Hold a current DBS certificate** | **YES** | **☐** | **NO** | **☐** |

*(You will be expected to discuss in detail your offending history as part of any initial telephone interview – lived experience is a non-negotiable element to this role)*

**WHY USER VOICE?**

|  |
| --- |
| **Why do you want to join User Voice?** |
|  |
| **What is your understanding of the role you are applying for?** |
|  |
| **Why are you leaving your current role?** |
|  |
| **What are your own values?** |
|  |

**OUTLINE YOUR EXPERIENCE OF:**

|  |
| --- |
| **Engaging with and building relationships with service users within a criminal justice setting** |
|  |
| **Engaging with and building relationships with commissioners** |
|  |
| **Building relationships with third party service providers** |
|  |
| **Recruiting and coordinating groups of service users and/or volunteers** |
|  |
| **Identifying and developing talent** |
|  |
| **Facilitating groups, workshops, meetings, training and events** |
|  |
| **Using your own experiences to inspire others** |
|  |
| **Project planning and management** |
|  |
| **Working within a delivery model** |
|  |
| **Identifying, assessing and managing risk** |
|  |
| **Safeguarding** |
|  |
| **Record keeping, processing data and managing information** |
|  |
| **Working with IT (specifically Microsoft & Google platforms)** |
|  |
| **Prioritising workloads and working to deadlines** |
|  |
| **Managing budgets & financial information** |
|  |
| **Relationship management, people management and line management** |
|  |
| **Business development & generating income** |
|  |
| **Public speaking and promoting an organisation** |
|  |

**Please note that while experience in these tasks and skills is useful, not having those experiences or having limited experience will not prevent you being successful as this job is an opportunity to learn and upskill as well as contribute. These are an aid to shortlisting and getting to know you.**