**Campaign Against Arms Trade :: Supporter Development Manager :: Application Form**

If you would like to apply, please complete this form and send it to CAAT (CVs will not be considered) by **23:59pm on Sunday 6 November**. We would be grateful if you would also return the Equal Opportunities monitoring form, although you are under no obligation to do so. Once completed please email your form(s) to **recruitment@caat.org.uk** stating 'Supporter Development Manager’ in the subject line. Please send your application as a Word document so we can remove the first page before forwarding it to our recruitment panel.

Name:

Address:

Daytime telephone number:

Evening telephone number:

Email address:

Please give below the names, postal addresses, telephone numbers and email addresses of two referees, stating in each case how they know you. One of these should be your current or most recent employer. The referees cannot be related to you. (CAAT will not contact referees until after interviews have taken place.)

Interviews will be held on Thursday 24 November. If you have not heard by 4pm on Friday 18 November, please assume that you have not been shortlisted.

If you are shortlisted for interview, would you have any specific requirements relating to a disability?

If so, please state: …..........................................................................................................

*Please ensure a new page is started here.*

**1) Education and training**

Please give details, in reverse chronological order, of your education and relevant training, including the names of the establishments you attended and the qualifications you achieved.

**2) Employment**

Please give details, in reverse chronological order, of your relevant work experience for this role. Please include the names and addresses of your employers, the dates you were employed, your job title, your main responsibilities and your reason for leaving. Indicate whether it was paid or voluntary and, if less than full-time, say how many days a week you worked there. Please also give details of what you have done during non-work periods.

**3) Please explain, in no more than 300 words, why are you applying for this post?**

**4) Please use the boxes below to tell us how you meet each criteria on the Person Specification. We suggest writing up to around 200 words per box, adding extra rows where necessary.**

The person specification describes the skills, abilities, experience and knowledge you will need to do the job. Selection for shortlisting and the final decision will be based on how well you meet the person specification. Your experience need not have been gained in paid employment and may include particular interests relevant to the post. It is important that you provide evidence of your achievements by giving examples.

An ***example*** of how you could explain meeting the criteria for a post requiring “Experience of running payroll”:

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| *Experience of running payroll* | *Essential* |  |
| *When I worked in the finance team at XYZ organisation for 3 years, I was responsible for the monthly payroll for 20 staff, using the commercial “Fake Payroll” package.* *Throughout each month I processed changes to staff pay and pensions, as advised by the personnel department, created new pay records for starters, and processed P45s for leavers.**Each month I prepared pay and pension payment schedules for input to the banking package for authorisation by my manager; submitted monthly returns to HMRC for tax and NI; and prepared summary statements for the accounts. I managed staff loans and childcare voucher deductions. I was also responsible for year-end processing and tax returns.**Before that, when I worked for ABC Company for 18 months, I was part of the payroll team where I was responsible for processing weekly time sheets and calculating overtime payments for hourly-paid staff.* |

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| 1. Relevant fundraising experience and a proven record of success in supporter fundraising. | Essential |  |
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| 2. Have played a key role in the development and implementation of an organisational fundraising strategy. | Essential |  |
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| 1. 3. Excellent and effective written and spoken communication skills with the ability to persuade and motivate diverse audiences (including those for whom English is not a first language) across a range of channels.
 | Essential |  |
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| 1. 4. Experience creating and managing direct mail and email appeals using relationship management software, including analysing and monitoring performance.
 | Essential |  |
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| 5. Experience of, and a passion for, using data and digital tools/tactics to run effective supporter journeys and achieve fundraising objectives (while testing and trying new ideas along the way). | Essential |  |
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| 6. Understanding of how campaigning organisations work with their supporters, particularly in a fundraising context. | Essential |  |
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| 1. 7. Clear understanding of the legal and ethical requirements involved with fundraising.
 | Essential |  |
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| 1. 8. Demonstrable commitment to equal opportunities: this could have been gained through personal experience, training, and/or working or volunteering for an organisation that champions equal opportunities issues.
 | Essential |  |
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| 9. Self-motivated and can prioritise their own work effectively, as well as collaborating and co-ordinating with others on shared projects. | Essential |  |
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| 1. 10. Demonstrable commitment to CAAT's aims and objectives, including commitment to the collective running of CAAT.
 | Essential |  |
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| 1. 11. Good understanding of different CRM systems and the value they can bring to campaign and fundraising work.
 |  | Desirable |
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| 1. 12. Good understanding of best-practice data management principles, including the importance of collecting and managing high quality data.
 |  | Desirable |
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| 1. 13. Able to network with peers and contacts in other organisation to share good practice.
 |  | Desirable |
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**5) Is there any other information you wish to share that is relevant to your application?** This section is not mandatory, and it will not harm your application to leave it blank. If you have more to add, please do not exceed 200 words.

Please save your application **as a word document** and email to recruitment@caat.org.uk