For Official Use Only

**Development Officer**

**Application Form Reference: Development Officer 02/19**

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| **Please attach your CV – Include any current or previous work experience, volunteering or other relevant experience, and full contact details.** | | | | |
| **Full name (and title)** | |  | | |
|  | | | | |
| **Address** | |  | | |
|  | | | | |
| **Your preferred contact telephone number and email address** | | **T:** | | |
| **E:** | | |
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| **Specific skills and experience sought during this recruitment**  It will help you to read the Job Description before completing this section. You should respond to each of the criteria with evidence detailing relevant skills and experience. Please enter text where instructed - the boxes will expand as you type. | | | | |
| **Essential Criteria** | | | | |
| **Experience of developing and delivering training sessions.** | | | | |
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| **Computer literacy in particular Word, Excel, PowerPoint, CRM system and a cloud based electronic filing system** | | | | |
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| **Excellent briefing, report writing capabilities and interpersonal/communication skills.** | | | | |
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| **Previous experience of working in the equality/disability/access and inclusion and/or sports and NGO sectors** | | | | |
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| **Experience of gathering and processing data.** | | | | |
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| **Managing and supporting a range of stake holders including Fans, Clubs, NGOs and other organisations/charities.** | | | | |
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| **Project management and development experience.** | | | | |
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| **Self-motivated and passionate about the ethos behind LPF and its works** | | | | |
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| **Desirable Criteria** | | | | |
| **Experience of developing youth engagement programmes.** | | | | |
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| **Understanding of the social model of disability** | | | | |
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| **Other information**  **Please give any additional information you feel may be helpful in assessing your application** | | | | |
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| **What are your main interests and hobbies?** | | | | |
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| **What is your current / most recent salary?** | | | | |
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| **Where did you hear about this position?** | | | | |
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| **Please explain why you consider yourself to be the right person for this role (max 400 words)** | | | | |
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| **Declaration: I confirm that all the information given on this form and any supporting material is true and complete.** | | | | |
| Name |  | | Date | Signed |
|  | | | | |
| **Successful applicants will be contacted to organise an interview.**  Please send a completed copy of this form, your CV) along with your completed Equality Monitoring Form and a brief supporting letter by email to: [ruth@levelplayingfield.org.uk](mailto:ruth@levelplayingfield.org.uk) (using the reference ‘LPF – **Development Officer 02/19**’ in the subject title) or by post to :  General Manager, Level Playing Field, The Junction, Station Road, Watford, WD17 1ET | | | | |

**Please note**: All applications will be treated in strictest confidence and Level Playing Field may hold your details on file for future reference.