**Guidance for filling out the People & Planet application forms.**

We know filling in an application process can be a daunting process, so we want to make this as easy as possible for you. Please read through the following guidance and make sure you follow it to ensure the best chance of success.

1. **Before you apply.**

It is important to say that before you apply for this role you should consider whether this is the right opportunity for you. To be successful in this role you must believe in People & Planet’s values and be excited about working with and supporting student groups. Though you don’t need to have worked in the univeristy sector, you will need to demonstrate significant campaign experience of campaigning, organising and supporting groups.

1. **The application form.**

**We do not accept CVs. You must fill in the application form and the diversity and equal opportunities form to be considered.**

Please bear in mind that the shortlisting panel could be reading through large numbers of application forms. To give your application the best possible chance, please write your answers clearly and concisely and proofread your document before you send, as this makes it easier to read. Please also follow the guidance below:

1. **Your interest.** This is the first question on the form - first impressions count!. There is no right or wrong answer here, we just want to know why you want this particular role and how it fits with your worldview, life experience and vision of your future. **Please stick to the word count of approximately 300 words.**
2. **Education.** We need to see all your educational experiences to date, including formal (schools, further education establishment) and informal (on the job training), and any qualifications achieved. (NB You don’t need to have gone to University to apply for this job, but you do need to be aware that our network is only for university students).

Please add rows as necessary.

1. **Most recent employer.** This can be in a paid or unpaid role.When stating your responsibilities, please highlight any skills that will be relevant to this job.
2. **Employment history.** Please list all the jobs you’ve had to date in reverse order. Please do include any relevant unpaid roles you have held.
3. **Your suitability.** This is the **most important section of the form** as it is your chance to show us you are the best candidate for the position. Remember that the shortlisting panel will be reading through a lot of applications, so make it easy for them to give you maximum points.

When answering this section we recommend giving a short paragraph (only a few lines) to say why you think you are suitable for the role and then answer every point in order they appear on the person specification. (This helps with scoring as the shortlisting panel can check every point has been covered).

Please stick to the approximate word count of 2,000 for this section.

A couple of sample answers are given below:

* Excellent **project management** and personal **organisational skills** with good time management and ability to prioritise effectively and coordinate others.

 *I am an excellent project manager, for example, I recently led a consultation exercise with a range of stakeholders. This required me creating a timeline, organising meetings, collating responses from participants, feeding back to steering committee and compiling a final report. In order to ensure things kept on track, I had to prioritise tasks and make sure all relevant parties were aware of what was happening at each stage.*

* A good knowledge and understanding of **global economic, environmental and social justice issues**, and a talent for explaining them.

 *I am very politically engaged and have an Msc in Global Environmental Economics. Additionally, I am a long term climate justice campaigner, having been involved in BP or not BP, XR and Fossil Free. I am also a supporter of Disabled People Against Cuts and have attended many of their protests. I feel confident in my abilities to talk about these issues in an accessible and persuasive manner.*

**Scoring:** Each point on necessary criteria on the specification will be worth 3 marks. A further 1-2 marks will be available if you can demonstrate that you meet some or all of the helpful criteria.

1. **References**
* You need to give us contacts for two referees who we will only approach if we wish to offer you the job.
* Both references need to have known you for at least 6 months. You can use an academic reference but at least one referee should have known you in a work context (either in a paid or unpaid role).

If you are shortlisted, you will be invited to attend an interview on Zoom. You will be given the interview questions and presentation task in advance and will have one more task to do during the interview. Please make sure you prepare properly for the interview and read all emails you receive from us carefully so that you do not miss any important information.

The panel will want you to feel comfortable and relaxed, so that you perform your best. Please make sure that you let us know if you have any access needs beforehand so we can ensure that you have a positive experience.

We look forward to receiving your application.

Good Luck!