

December 2017

Dear Applicant

Thank you for taking an interest in ECCR. This information pack will help you complete the application form. Enclosed is the following information:

- A. Guidance Notes.
- B. Application Form.
- C. Equal Opportunities Policy - Statement of Intent.

ECCR is committed to ensuring equal opportunities throughout the organisation and its activities, to ensure that no-one receives less favourable treatment on the grounds of nationality or ethnic origin, gender, age, disability, HIV status, marital status, sexual orientation or any similar factors.

Please note that under UK law we are obliged to give priority to applicants from the EU area. We will consider all applicants, but will give priority to any from the EU, or with the right to work in the UK, who meet all the essential criteria. For this reason, please indicate whether you have the right to work in the UK. For more information about ECCR please refer to our website at: www.eccr.org.uk .

Please return the completed Application Form, with a cover letter, to john.arnold@eccr.org.uk by **9.00am on Monday, 22nd January 2017**.

Yours sincerely.

JOHN. C. ARNOLD
Executive Director

Background

The Ecumenical Council for Corporate Responsibility (ECCR) is a church-based investor coalition, registered charity and membership organisation. Established for over twenty-seven years, we both lead and collaborate with others in advocacy and awareness-raising on issues of economic justice, human rights and environmental sustainability. We are currently implementing our new and exciting strategy, 'Keeping Faith in Finance'.

ECCR with its partners the Black Country Urban Industrial Mission and the Churches and Industry Group, supported by the Barrow Cadbury Trust, wants churches to contribute to a fair, resilient and sustainable economic system that serves people and planet.

We are looking for a Development Manager to promote our Ethical Money Churches project in Birmingham & the Black Country, use the resources that we have developed and work in creative partnership with churches and congregations.

We want to build a community of people in West Midland churches who are seeking to fulfil their Christian stewardship and ownership responsibilities with regard to the money, savings and assets that are used either by them as individuals and/or on their behalf as members.

The Role

Working with our partners – the Black Country Urban Industrial Mission (BCUIM) and the Churches & Industry Group Birmingham (CIGB) - the EMC Development Manager (EMCDM) will work closely with churches and community groups which have been recognised and authorised by their respective local faith communities, thereby providing a solid basis of support, engagement and knowledge sharing.

To be successful you will need to demonstrate:

- Excellent communication and interpersonal skills.
- Ability to deliver projects in a variety of church contexts.
- Enthusiasm in the delivery of training materials.
- Knowledge of and engagement in areas of corporate responsibility, ethical finance or similar.

A. Guidance Notes for completing your Application Form

Please read these notes carefully before completing your application form.

Introduction

As part of ECCR's equal opportunities policy, internal and external candidates for each post are treated in exactly the same way. Application forms are the only basis on which we make our first selection and decide who to call for interview. This means that only information that appears on the form can be considered. No assumptions will be made about your experience or skills, but it is important that your completed form contains the information you want to give to us. These advice notes are intended to help you to complete your form effectively.

The Job Description

Before you complete the application please read the Job Description thoroughly to make sure you understand the Duties and Responsibilities of the position.

The Person Specification

Please read the Person Specification and demonstrate with bullet points/headings how you meet each requirement by giving details of your experience, skills and knowledge, including main achievements and adding any relevant information in support of your application.

General Points

- Please write or type your form in black ink – the forms will be photocopied.
- Make sure you return the form by the closing date – alison.prout@eccr.org.uk. We are unable to consider late applications.
- Before you start to fill in the application form, read the original job advertisement, the job description and the person specification.
- Also read the application form through carefully - the information will tell you what we are looking for – experience, skills and qualifications.
- When you have finished, please make sure that you have covered all the points on the person specification and covered all your experience. Remember that the application form is the only thing we see, we cannot guess your skills and experience, so tell us even if it seems obvious.

The Form

The application form is divided into several sections. Check you have completed each section – attach a separate sheet if necessary. Please check that you have said how you meet the knowledge, qualification, experience and other requirements, by giving specific evidence and examples.

References

Think about whose names you can give as reference. At least one person should be your manager from your current or most recent employment. Please check that these people are willing to be referees. We will not contact any referees without first gaining permission from you.

Employment History

This information may be used to assess whether or not you meet the experience requirement for the post. Check that the dates are correct and are in order, with your current or most recent employment first.

Education

The information you give here may be used to assess whether you meet the qualification or some other requirement. Make sure you have not left out anything important.

Additional Information

Reasons for wanting to join ECCR and why you are applying for this post. This is perhaps the most important part of the form. It is your opportunity to tell us how your experience and skills will be relevant in the job. Look at the job description and particularly at the person specification and try to make sure that you have covered all the points in it. You may find it useful to split this section under headings taken from the person specification.

Your outside work interests and activities may demonstrate the skills and talents that we are looking for just as much as any work experience, so do write about it.

Before you send the form back, check that you have answered every question. Keep a copy for yourself to refer to if you are called for interview.

B. ECCR Application Form

| | |
|---|--|
| WHERE DID YOU SEE THE POSITION ADVERTISED? | |
|---|--|

1. APPLICATION FOR THE POST OF:

Please complete form and return to ECCR – john.arnold@eccr.org.uk

Family name/surname:

Forename(s)/given name(s):

Address:

Postcode:

Telephone: Home:

Work:

Email:

2. PRESENT/MOST RECENT EMPLOYMENT:

Job title:

Employer:

From: (month, year) To: (month, year)

Summary of key responsibilities:

Present salary:

Notice period:

3. PREVIOUS EMPLOYMENT (starting with most recent)

| Dates (month, year) | Employer and address | Job title (with brief explanation of responsibilities) |
|---------------------|----------------------|--|
| | | |

4. EDUCATION (since age 16)

| School/further education (+ address) | Dates | Qualifications |
|--------------------------------------|-------|----------------|
| | | |

5. PROFESSIONAL/VOCATIONAL TRAINING

| Where attended | Dates | Course(s) attended/qualifications obtained |
|----------------|-------|--|
| | | |

6. OTHER SKILLS

(Please outline any additional skills that you feel may be relevant)

7. ADDITIONAL INFORMATION

Please give your reasons for wanting to join ECCR and explain why you are applying for this post. In doing so, please read the person specification and demonstrate with bullet points/headings how you meet each requirement by giving details of your experience, skills and knowledge including main achievements and adding any other relevant information in support of your application. Additional sheets may be attached. **No CVs.**

8. HEALTH

Please state the number of days you have been absent from work owing to illness during the last 2 years, and the number of episodes of absence this represents. Please also give the reasons for any absence.

9. REFEREES

References will be taken up once a job offer has been made and verbally accepted. Please give TWO independent referees (one should be your current or most recent employer).

| | |
|---------------|---------------|
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email: | Email: |
| Telephone no: | Telephone no: |
| Relationship: | Relationship: |

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed for the purposes of recruitment and employment. I understand that if appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for up to one year and then destroyed.

The information given is to the best of my knowledge correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal/legal action.

Signature: Date:

C. ECCR – Equal Opportunities - Statement of Intent

ECCR aims to be an equal opportunity employer. It recognises its legal obligations in employment under the Equality Act 2010, the Rehabilitation of Offenders Act 1974, and the Employment Rights Act 1996.

ECCR acknowledges that we live in an unequal society in which many people face discrimination. ECCR's long-term aim is that the composition of its staff should reflect that of the community.

As an organisation committed to the defence of human rights and social justice ECCR recognises the need for it to take a pro-active role in promoting fairness, social justice and equality of opportunity by adopting and promoting fair employment practices within its own staff.

The principle for all job appointments is to find the best person for the post and therefore detailed person specifications are drawn up for each job (full or part-time or short term), that give a clear guide to the role of the post and the work involved. A person specification sets out the skills and experience that are essential and desirable.

All employees and long-term volunteers are eligible for appropriate training opportunities.

Any employee who wishes to complain about the application or non-application of the Equal Opportunities Policy may raise the matter with the Executive Director or any member of the Board of Trustees.

The Executive Director is responsible for the effective implementation of ECCR's Equal Opportunities Policy.

ECCR
December 2017