# Boston Preservation Trust

## **Application for the post of OPERATIONS MANAGER**

## Closing Date 27/9/19

Please answer the following questions

1. Your name, address, e-mail address and contact phone number

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1. What attracted you to the role of Operations Manager at Fydell House?

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| (Please answer in no more than 250 Words) |

1. Please summarise your recent work experience. You need not give every detail but recent **Job titles**, **employers**, **dates of employment** and **main duties** involved would be helpful.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | | |
| Employer |  | | |
| Date Worked From |  | To |  |
| Main Duties: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | | |
| Employer |  | | |
| Date Worked From |  | To |  |
| Main Duties: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | | |
| Employer |  | | |
| Date Worked From |  | To |  |
| Main Duties: | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | | |
| Employer |  | | |
| Date Worked From |  | To |  |
| Main Duties: | | | | |
| Please continue on a separate sheet if necessary | | | | |

1. Bearing in mind the Role Profile, summarise the ways your experience and abilities fulfil the likely requirements of the post. Give examples where you can, particularly in relation to engagement with others, your ability to adapt and adjust, your communication skills and how you have had to use them, and your experience in Office Management.

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| (Please answer in no more than 500 Words) |

1. Are you comfortable and experienced with basic numeracy, book-keeping and/or accounts?

|  |  |
| --- | --- |
| Yes | No |
| Please give examples: | |

1. Do you have computer skills?

|  |  |
| --- | --- |
| Yes | No |
| Please give examples: | |

1. Have you had experience of working with volunteers? Give examples if you can.

|  |  |
| --- | --- |
| Yes | No |
| Please give examples: | |

1. Have you any experience of working in the Heritage Sector?

|  |  |
| --- | --- |
| Yes | No |
| Please give examples: | |

**Closing Date 27/9/19**

Please complete this form and return to Charlotte Davey at [info@fydellhouse.org](mailto:info@fydellhouse.org) or post to Fydell House, South Street, BOSTON, PE21 6HU