**APPLICATION FORM: OFFICE ADMINISTRATOR / EXECUTIVE ASSISTANT**

Please complete this form and email it to **office@fany.org.uk** together with:

* **A copy of your CV**
* **A video OR audio file (30 to 60 seconds)** telling us why you want this role.

**Selection Process:**

* Application window closes on **10th October**; however if we receive sufficient responses, we may not consider any applications received after **3rd October.**
* Shortlisted candidates will need to attend an Open Evening at our Headquarters in Westminster, London on **Wednesday 23rd October from 1900-2000hrs** and will be invited to an online interview taking place between **24th October – 6th November**
* Start date is flexible but we are aiming for the successful candidates to start as soon as possible in the New Year**.**

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| **Name** |
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| **ELIGIBILITY CRITERIA (we need this for your vetting)** |
| Do you hold a UK, Australian, Canadian, New Zealand or USA Passport? | **Yes / No** | Have you resided continuously within the UK for the last five years? | **Yes / No** |

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| **Requirement** | **Please demonstrate how you meet these requirements*****No more than 100 words for each response please. You can use pros or bullet points as you would like*** |
| We are looking for someone who loves admin, who is highly organised and able to prioritise.  |  |
| You need to deal with the competing demands of 150 female volunteers plus other stakeholders – how will you build positive relationships?  |  |
| We don’t need you to be a computer programmer but we do need someone competent working with IT and in particular Sharepoint |  |

Further information about the Corps can be found at [www.fany.org.uk](http://www.fany.org.uk)