**Lively Minds Application Form –** Operations Manager

internal reference: for HR use

Please send your completed application form together with CV to: jobs@livelyminds.org **by 12th January 2023.**

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please answer the following questions.

1. We love a well-written cover letter and place more value on it than your CV! Please let us know why you'd be perfect for the role (max 800 words).

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1. Please tell us about a complex project you led or coordinated, please outline the key stages in the project (Max. 500 words)

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1. Please tell us about a time where you created a tool that supported operations or project management - how did you design the tool and how did you ensure that the tool was implemented? (max 500 words)

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1. Please tell us about your experience of coordinating others to ensure a project delivered on objectives and met deadlines (max 500 words)

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## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email  | Click here to enter text. |

**Lively Minds | Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)