**AE-MMO1: Application Part Two**

In order for us to anonymise applications before scoring please rename this file with your initials and the date at the end of the file name, e.g. AB-28-10-2023)

When finished, send to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) alongside **Part One** form (available to download [here](http://arts-emergency.org/jobs)).

Part One includes your personal information which we separate out so that your answers below can be marked anonymously before seeing any personal information, ensuring that the application process is as fair as possible.

The statements you provide below are the only information that our recruitment panel sees during the shortlisting process. They will see elements of your personal information after shortlisting.

**Supporting statements**

Each question is designed to explore one or more of the key elements of the person specification. Please give examples from your experience and as much detail as you can to illustrate that you meet these criteria. You may submit your responses in writing or as audio recordings.

1. **Based on your experiences, what challenges might you expect in delivering a mentoring programme for underrepresented young people aged 16-18?**Please aim to write no more than 250 words, or 3 minutes audio recording, for this question

Related person specifications:

* experience working with young people aged 16-18
* experience of programme delivery in a related field (e.g. youth work, arts and culture, education)
* experience of managing relationships with partner organisations and/or skilled volunteers
* knowledge of the context and issues affecting young people in Merseyside aged 16-18

1. **Tell us about your approach to coordinating and keeping track of lots of activity at the same time. You may wish to refer to examples of how you have dealt with similar situations in the past.**Please aim to write no more than 250 words, or 3 minutes audio recording, for this question

Related person specifications:

* experience of project management within a service delivery context
* good administrative and organisational skills
* time management skills - the ability to work to deadlines, and under pressure, balancing several priorities at once
* excellent attention to detail and accuracy in recording important information

1. **Tell us about a time when you had to have a tricky conversation with a programme participant or volunteer. How did you handle this conversation and ensure a positive outcome?**Please aim to write no more than 250 words, or 3 minutes of audio recording, for this question

Related person specifications:

* experience of managing relationships with partner organisations and/or skilled volunteers
* experience of programme delivery in a related field (e.g. youth work, arts and culture, education)
* excellent interpersonal and relationship-building skills with diverse stakeholders
* a people person, inspirational and brilliant at working closely with multiple stakeholders

1. **Please tell us about how you reach the person specification for this role. Please focus on areas of the role that you’ve not been able to elaborate on in previous questions.**Please aim to write no more than 500 words, or 6 minutes of audio recording, for this question

*See Job Description for person specification*