**AE-EO: 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**](https://www.arts-emergency.org/files/Recruitment/AE-EO_2024-Part-One-Personal-details.docx)).

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 developing and delivering in-person and online events for underrepresented young people aged 16-25 in London, Manchester and Merseyside?**Please aim to write no more than 250 words, or 3 minutes audio recording, for this question

Related person specifications:

* experience of working with young people aged 16-25
* experience of event planning and delivery
* knowledge of the context and issues affecting young people aged 16-25, especially in London, Manchester and Merseyside
* good problem-solving skills - ability to identify barriers to programme delivery and propose solutions

1. **Tell us about your approach to coordinating and keeping track of multiple priorities 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 programme delivery and administration
* good organisational skills - ability to plan and manage a multifaceted workload
* good time management skills - ability to work productively and meet deadlines
* excellent attention to detail and accuracy in recording important information

1. **Tell us about a project where you successfully built a new relationship with a partner organisation. What approach did you take to build and maintain this partnership?**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
* good verbal and written communication skills - ability to communicate effectively with diverse stakeholders
* good interpersonal and relationship-building skills - ability to meaningfully engage and support a range of 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*