**VOLUNTEER ZAMBIA - PROJECT MANAGER**

**APPLICATION FORM: 2019-2020**

**July 2016**

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| --- | --- | --- | --- |
| **Name:** |  | **Date(s) & Role(s) of previous involvement with Volunteer Zambia (formerly Zambia IDEALS) if applicable:** |  |
| **Current Job Role:**  **Current Employer:** |  | | |
| **DBS issue date and Number (or indicate if needed):** |  | **Contact Number:**  **Email:** |  |
| **Outline and explain your motivations for applying to be the Volunteer Zambia Project Manager:** | | | |
|  | | | |
| **In Zambia the Project Managers role is to project manage and operationalise the objectives of the ‘Volunteer Zambia’ project. This includes both SIA’s strategy implementation as well as the oversight, leadership, co-ordination and supervision of all activity at student / SIA volunteer / SIA / placements (both coaching and wider sport development roles) / Community Sports Hubs sites by liaising with SIA and UK staff.**  **Please outline your professional / personal areas of expertise and experience and the relevance of these in being able to achieve the job role and purpose.**  **Within this, please outline your experience of managing both significant projects and teams.** | | | |
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| **Please outline your previous experience of international development work in terms of key learnings both positive and negative:** | | | |
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| **In respect of these learnings, where do you feel the Volunteer Zambia Project Manager role differs to your previous experience and what training, development and support do you feel you will need?** | | | |
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| **How would you use the experience in Zambia to further your personal development & career plans?** | | | |
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| **Emergency Contact Details** | |
| **Emergency Contact Name** |  |
| **Contact Telephone Number** |  |
| **Relationship to you** |  |
| **Second Emergency Contact Name** |  |
| **Contact Telephone Number** |  |
| **Relationship to you** |  |
| **Passport Details** | |
| **Name as appears on Passport** |  |
| **Date of Birth** |  |
| **Nationality** |  |
| **Place of Birth** |  |
| **Passport Number** |  |
| **Place of Issue** |  |
| **Date of expiry** |  |
| **Medical Requirements** | |
| **Do you have any special dietary requirements or allergies?**  **If so, please detail:** |  |
| **Do you have any medical condition/disability of which the programme provider should be aware of?**  **If yes then please detail:** |  |
| **Please list any prescribed medication that you are taking:** |  |
| **GP Details** | |
| **Surgery Name** |  |
| **Doctors Name** |  |
| **Contact number** |  |
| **Application & Interview Process** | |
| **Closing date for applications is Fri 31st May 2019. Interview will be held on Monday 10th June 2019 at Loughborough University. Please confirm that you can attend on this date.**  **\*Skype interviews are available where travel is not feasible.** |  |
| **The PM will be required to be in Zambia from 14th September 2019 to 5th Oct 2020 (Dates may change either side by a few days).**  **Please confirm that you are able to attend all of these commitments:** |  |
| **References (please provide 2 references) including name, email & contact numbers and current job title and organisation.**  **If shortlisted, are we able to contact your references?** |  |
| The Wallace Group will use the information supplied in accordance with the Data Protection Act for administrative purposes.  These details will be passed on to Wallace Group Administrators & Zambian Partners should you be a successful applicant.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_  Closing date for applications: **Friday 31st May 2019** Please submit this application form along with your CV and cover letter to Cath Harvey – [c.harvey@lboro.ac.uk](mailto:c.harvey@lboro.ac.uk)  If you have any queries please contact Cath Harvey either via email: [c.harvey@lboro.ac.uk](mailto:c.harvey@lboro.ac.uk) or 07980 463294 | |

Are there any interview dates between \*\*\*\*\*\*\*\*\*\* that you are unable to attend?

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