

Newton Stewart Initiative: SC029869

Job Application Form: Business Manager

Thank you for your interest in joining **Newton Stewart Initiative (NSI)**. Please complete all sections of this form accurately. The information you provide will be used to assess your suitability for the role against our selection criteria.

Part A: Personal Information

Full Name: _____

Address: _____

Postcode: _____

Email Address: _____

Phone Number: _____

Section 1: Eligibility & Compliance

These questions ensure candidates meet basic statutory and scheduling constraints for Newton Stewart Initiative.

1. Right to Work

Do you currently have the legal right to work in the UK?

Yes No

2. Background Checks

This role requires a PVG (Protecting Vulnerable Groups) / Disclosure Scotland check. Are you willing to undergo this check?

Yes No

3. Availability

The role is 37.5 hours per week and requires occasional evening and weekend work. Can you commit to this schedule?

Yes No

Section 2: Education, Qualifications & Professional Training

Please list any relevant secondary education, further/higher education, professional certifications, or memberships.

Further, Higher & Professional Education

Include degrees, diplomas, or professional management certifications.

Institution / Provider Qualification attained Grade / Result Date Awarded

Secondary Education

Include GCSEs, Highers, National 5s, or equivalents relevant to the role.

School / College Subjects attained Level / Grade Year

Professional Bodies & Training Courses

List any active memberships (e.g., ILM, CMI, CIPD) or relevant training (e.g., Health & Safety, First Aid, Advanced Excel).

Organisation / Training Provider Course Title / Membership Level Expiry / Date Achieved

Section 3: Employment History

Please list your employment history starting with your current or most recent role. Cover at least the last 10 years where applicable, and briefly explain any gaps in employment.

Current / Most Recent Employment

- **Employer Name:**
- **Employer Address:**
- **Job Title:**
- **Dates Employed (MM/YYYY):** From _____ To _____
- **Salary / Rate of Pay:**
- **Notice Period Required:**
- **Brief Description of Duties & Responsibilities:**

- **Reason for Leaving / Wishing to Leave:**

Previous Employment 1

- **Employer Name:**
- **Job Title:**
- **Dates Employed (MM/YYYY):** From _____ To _____
- **Brief Description of Duties & Responsibilities:**

- **Reason for Leaving:**

Previous Employment 2

- **Employer Name:**
- **Job Title:**
- **Dates Employed (MM/YYYY):** From _____ To _____
- **Brief Description of Duties & Responsibilities:**

- **Reason for Leaving:**

Previous Employment 3

- **Employer Name:**
- **Job Title:**
- **Dates Employed (MM/YYYY):** From _____ To _____

- **Brief Description of Duties & Responsibilities:**

- **Reason for Leaving:**

If you need to detail further employment or explain any employment gaps, please attach an extra sheet.

Section 4: Core Competencies (Essential Criteria)

Please limit your response to 250–300 words per question.

1. Management Experience

This role requires at least 3 years of management or administrative experience. Please outline your relevant experience, specifically highlighting how you have successfully overseen daily business practices, office administration, and protocols.

Word count limit: 300 words

2. Team Leadership & Mentoring

You will be responsible for supervising a diverse team of part-time admin staff, project workers, and volunteers. Can you give an example of how you have successfully managed, mentored, or motivated a team to deliver results?

Word count limit: 300 words

3. Financial & Data Management

The Business Manager must liaise with our accountant, manage financial tools, and track project KPIs. Please describe your experience with financial management tools, budgeting, data analysis, or IT software systems.

Word count limit: 300 words

Section 5: Strategic Fit (Desirable Criteria)

Please limit your response to 250–300 words per question.

1. Community & Business Development

Part of NSI's long-term sustainability involves identifying business opportunities and funding. Please describe any experience you have with generating revenue, writing funding applications, or managing physical facilities/assets.

Word count limit: 300 words

2. Rural Context

NSI supports the town of Newton Stewart. What is your understanding of the unique challenges and opportunities faced by rural communities in South West Scotland, and how would you address them in this role?

Word count limit: 300 words

3. Marketing & Engagement

We need to ensure the community is fully aware of our Vision, Mission, and Values. What experience do you have with social media, website marketing, or community engagement strategies?

Word count limit: 300 words

Part B: References

Please provide details of two referees who can comment on your suitability for this position. One must be your current or most recent employer. References will be taken up following the interview.

Ref 1: Professional (Current/Recent Employer) Ref 2: Professional or Character

Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Relationship to you:	Relationship to you:
Email:	Email:
Phone:	Phone:

Part C: Declaration

I declare that the information given in this application form is true and complete. I understand that any false statements or omissions may result in the withdrawal of any offer of employment or subsequent dismissal.

Signed: _____

Date: _____

Part D: Equal Opportunities Monitoring Form

Newton Stewart Initiative is committed to ensuring equal opportunities. This section is completely confidential, detached upon receipt, and never used as part of the shortlisting or selection process. [1]

1. Gender Identity

Man Woman Non-binary Prefer not to say

If you use another term, please specify: _____

2. Age Group

16–24 25–34 35–44 45–54 55–64 65+ Prefer not to say

3. Ethnic Group

- **White:** Scottish Other British Irish Other White
- **Mixed / Multiple Ethnic Groups:** Yes
- **Asian / Asian Scottish / Asian British:** Indian Pakistani Bangladeshi Chinese Other Asian
- **African / Caribbean / Black:** Yes
- **Other Ethnic Group:** Arab Other
- Prefer not to say

4. Disability

The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

Yes No Prefer not to say

5. Religion or Belief

None Church of Scotland Roman Catholic Other Christian
Muslim Buddhist Sikh Jewish Hindu Another belief
Prefer not to say

Please submit your application form, along with a CV and cover letter to
info@newtonstewartinitiative.net