# Application Questions – Operations Coordinator

**IMPORTANT: PLEASE READ BEFORE APPLYING**

**To avoid unconscious bias in recruitment, we will only assess your application based on what you write on this document**.

We will **not** have access to your CV until **after** we have finished shortlisting. Please make sure you include anything you think relevant in the answers to the questions as we will not be able to assess you on anything you do not put on this form.

If you do not feel comfortable giving written answers to questions, we will also accept video or audio recordings of you answering the questions. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will not have access to your CV, your name or your previous experience.

**Please do not feel a need to create a bespoke CV for the role**.

# How to complete:

Please answer each question. Try to give us enough detail to demonstrate that you meet each of the areas on the person specification provided in the job description.

With each question, include an example and explain what you did, how it demonstrates your skills and experience and what the outcome was. We have grouped the criteria together where we think they may be related. You can answer each question with one example if it covers all the areas listed, or you can use a different example to explain each area.

For tips and information on completing this document, please read the document “Applying for a job at Attitude is Everything” and the “Examples of how to answer application questions”.

Once you have completed the Application Questions, attach it to an email with your CV and send it to administrator@attitudeiseverything.org.uk with “**Operations Coordinator Application**” as your subject line.

Application deadline: **Wednesday 28 May at 11pm**

Interviews:Planned for **Wednesday 11 June 2025**

If you have any questions about the role, please contact zoe@attitudeiseverything.org.uk.

**This role is funded by our National Lottery Community Funded Beyond the Music project and uses funded intended to increase opportunities for disabled people to work in the music and live events industry.**

**As such, we can only accept applications from people who consider themselves to be Deaf, disabled, neurodivergent or have a long term physical or mental health condition.**

# Application Questions: Operations Coordinator

1. Do you consider yourself to be Deaf, disabled, neurodivergent or have a long-term physical or mental health condition?

[ ]  Yes [ ]  No

(If you answer no to the above question, please do not continue with the application)

**Why are you interested in this role at Attitude is Everything?**

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**Explain and give an example as to how you meet the following areas of the person specification.**

You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.

**Commitment to and knowledge of accessibility**

* An understanding of the barriers disabled people face when accessing the music and live events industry as audiences, professionals or volunteers and willingness to develop your knowledge about common practical solutions

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**Acting as Triage**

* Ability and willingness to answer the phone and engage compassionately and supportively with other disabled people
* Ability to write emails and create template responses
* The ability to judge when to escalate issues or enquiries to someone else in the team

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**Administration and Project Support**

* Experience of using Salesforce, Asana and SharePoint or transferrable skills in similar customer relationship management software, project management and document management platforms
* Strong organisational skills
* Ability to prioritise your workload
* Ability to form positive working relationships with volunteers, colleagues and external organisations as required.

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**Right to Work**

Under the Immigration Act 1996, we are required to ask for proof of your right to work in the UK. This will be requested once an offer of employment has been made.

Do you require a work permit to work in the UK?

[ ]  Yes [ ]  No

**Criminal convictions**

Do you have any criminal convictions (excluding any considered “spent” under the Rehabilitation of Offenders Act 1974)? (Minor motoring offences should be disregarded):

[ ]  Yes [ ]  No

**References**

Are you able to provide the names, job titles and email addresses of two people who can provide you with a reference outlining your suitability for the role? One should be your current or most recent employer.

* We will not contact anyone for a reference until we have made you an offer for a job and will always check with you before contacting your current employer.
* Please provide the details in the space below. If your references are on your CV, you do not need to repeat this information here.

**Reference 1**

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**Reference 2**

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**Declaration**

I declare that I have answered all the questions in this document to the best of my knowledge and that all of the information that I have given is correct. Misleading statements may be sufficient grounds for cancelling any agreements made.

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.