**JOB TITLE: Operations Manager**  
**DEADLINE FOR APPLICATIONS: Thursday 6 October 2022, 11pm**  
**INTERVIEW DATE: Monday 17 October 2022**

**INFORMATION FOR APPLICANTS**

Please read the job specification carefully and ensure you respond to each of the criteria as fully as possible.

We positively encourage people from the Global Ethnic Majority and those who self-identify as d/Deaf, disabled or neurodivergent to apply to join our team as they are under-represented within our workforce and in arts jobs nationally. We guarantee to interview any candidate from the Global Ethnic Majority and/or who self-identifies as d/Deaf, disabled or neurodivergent who meets the essential criteria for the role.  
  
Please note that Primary is based in an old Victorian School building. We are currently undergoing capital development works which will make the ground floor of our building more accessible, improvements include a new level-access entrance and installation of an accessible toilet. We support reasonable adjustments and will work with candidates to meet the demands of the role, making adaptations where necessary. If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact [admin@weareprimary.org](mailto:admin@weareprimary.org).

Please **ensure that you send a completed equal opportunities monitoring form when you apply**. An administrator who is not involved in shortlisting will use this information to identify any candidates from the Global Ethnic Majority and those who self-identifies as d/Deaf, disabled or neurodivergent who meet the essential criteria for the role. The interview shortlisting panel will not have access to the equal opportunities monitoring forms.

Submit your completed application form and equal opportunities monitoring form to [admin@weareprimary.org](mailto:admin@weareprimary.org). Applications received after the closing date will not be considered.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Phone number |  |

**PERSONAL STATEMENT**

Please outline your reasons for applying for this role, giving details such as previous experience and skills that you have gained from both career and other activities.

Please ensure that you address **all the criteria listed in the job description**, particularly the essential criteria.

You are invited to submit a written statement of 1000 words max. or an audio or video statement of 6 minutes max. For audio / video statements please include a link to your statement below or submit as a separate .MP3 or .mov file.

|  |
| --- |
|  |

**EDUCATION, TRAINING, QUALIFICATIONS**

Please give details of relevant education, training, and qualifications, including those gained overseas, with the most recent listed first. You do not need to give your full education history.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation (e.g. university, college etc.) | Dates attended | | Qualifications gained | | |
| From | To | Subject and level | Grade | Date |
|  |  |  |  |  |  |
| Membership of professional organisations | Dates of membership | | Further details | | |
| From | To |
|  |  |  |  | | |

**CURRENT OR LAST EMPLOYER / DETAILS OF SELF-EMPLOYMENT**

|  |  |
| --- | --- |
| Job title |  |
| Date appointed |  |
| Employer’s name |  |
| Employer’s address |  |
| Responsible to / line manager |  |
| Length of notice required |  |
| Brief description of duties: | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer / freelance | Job title | Dates employed | |
| From | To |
|  |  |  |  |

**OTHER RELEVANT EXPERIENCE / VOLUNTEERING**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation / freelance | Job title | Dates employed | |
| From | To |
|  |  |  |  |

**GENERAL INFORMATION**

Are you related to a Board member or employee of Primary/Nottingham Studios Ltd?  
YES / NO  
If yes, please give details:

Have you been convicted of a criminal offence (other than motoring offences and spent convictions)?  
YES / NO  
If yes, please give details:

**REFEREES**

Please give details of two people who are prepared to act as referees. One of these should be your present (or most recent) employer. References will only be taken for applicants selected for interview, and you should ensure your referees are able to respond promptly.

|  |  |
| --- | --- |
| First referee | |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Email |  |
| Phone number |  |
| May we contact this referee prior to interview? | YES / NO |

|  |  |
| --- | --- |
| Second referee | |
| Name |  |
| Job title |  |
| Organisation |  |
| Address |  |
| Email |  |
| Phone number |  |
| May we contact this referee prior to interview? | YES / NO |

I confirm that the details in this form are correct: YES / NO

Date:

**DATA PROTECTION STATEMENT**

The personal information that you provide on this form will be kept confidential and only used as part of our recruitment process. By submitting the application form it will be assumed by Primary (Nottingham Studios Ltd) that you agree to the processing of your data in accordance with the General Data Protection Regulation.