British Acupuncture Council

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IMPORTANT - PLEASE READ

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

All applications will be assessed based on the criteria in the **specific requirements**. Please read this carefully, as it indicates all the knowledge, skills and experience required.

Completing the form

Through filling out the application form, you will need to demonstrate that you meet each of the specific requirements. Draw particular attention to knowledge, skills, experience and achievements gained in past employment. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for… I organised…). It would be useful for those who are shortlisting if you use headings in your supporting statement for each specific requirement listed and demonstrate how you feel you meet each requirement.

The most important thing is to tell us. Panels will not guess or make assumptions.

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JOB DESCRIPTION

JOB TITLE:	Marketing Assistant/Administrative Support
STATUS:	4 days per week
SALARY:	£20k pro rata
HOLIDAY:	23 days pro rata
LOCATION:	London (W12)
REPORTS TO:	Marketing and PR manager, 3 days; CEO for 1 day per week

KEY RELATIONSHIPS

Regional Groups; conference and events manager, education coordinator, student membership coordinator, BAcC members; website manager and a PR assistant.

AIMS OF THE ROLE

- support the marketing and PR manager in marketing work
- support on uploading content onto the website
- provide flexible administrative support

KEY TASKS

Marketing – 3 days per week

- supporting the marketing and PR manager
- copy editing according to the BAcC style guide
- website support including creating member passwords, providing members with lost passwords for access to the website and uploading copy provided to the suite of websites
- support e-news production using copy provided and within the template
- ensuring the private health insurers member document and website area is kept up to date
- pick up answer phone messages left over night and during the day
- ensure evening post collection is collated and downstairs ready for collection
- dealing with practitioner lists if requested

BAcC support - 1 day per week

- attend the education advisory group to take and type notes for the meeting
- support the CEO in the NHS project and ad hoc strategic projects
- support conference and events manager with conference payments and input of conference bookings

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APPLICATION FORM

Job applied for	
Where did you hear of this vacancy?	

Personal details

Surname	Full first names
Telephone number (home or mobile)	Telephone number (work)
Address	
	Postcode
Email	

Can we ring you at work?

YES		**NO**	

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References

Please give names and addresses of two people, not related to you, to whom we may apply for references. One should be your present or recent employer. The second referee may be a personal referee but not a member of your family.

Reference 1 (present or recent employer)	**Reference 2**
Name	Name
Address	Address
Telephone	Telephone
Email	Email

May we approach the above individuals without further reference to you?

YES		**NO**	

Availability

When would you be able to take up this new appointment?	

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Education and qualifications

Please list any relevant educational or training achievements

College/Centre	Dates From To	Education/Training completed

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Present employment or most recent

Job title
Period of work (from and to)
Reason for leaving
Employer's name and address
Description of main responsibilities

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Employment history

Please give details of your previous paid or voluntary employment (start from the most recent).

Name and address	Dates From To	Brief description of work

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Supporting statement

Please use this space to explain why you are interested in this position by addressing all the criteria in the specific requirements section of the job description. If you need extra space please limit it to one side of A4 paper and attach it to the application form.

We will be shortlisting on the basis of these requirements.

Please note that CVs will not be accepted.

Signed.....Date.....……

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Equal Opportunities Monitoring

Our recruitment processes are carried out to ensure that individuals are selected on the basis of their ability to do the job for which they have applied. No job applicant or employee will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief, or be disadvantaged by conditions or requirements that are not justified or relevant to the post. Our only requirement for selection that the applicant is suitable and has the ability to perform the job. We are committed to ensuring that every applicant applying for a post within BAcC is treated fairly. The information requested in the form overleaf will be treated as confidential by BAcC Human Resources and will assist us to monitor the effectiveness of our Equal Opportunities Policy. It will be separated from your application and will not be seen by the person responsible for short listing or interviewing applicants.

Any analysis made using this information will be aggregated and your identity will not be revealed within any such analysis.

Please send your completed form to: Private and Confidential; HR Manager; 63, Jeddo Road, London W12 9HQ

We will hold this information for 6 months after the closing date and will destroy it from our records.

The BAcC promotes equal opportunities

It aims to ensure that all job applicants and employees receive equal opportunities

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Post details

Application for the post of:

Closing date:

General details

Gender

Male☐ Female☐

Age Range

18-29☐ 30-39☐ 40-49☐ 50-59☐

60-65☐

Disability

Please tick if you have a disability: ☐

If so, please specify

Ethnic Origin

Tick the classification which would best describe your ethnic origin. This term refers to different racial groups and not to your nationality, country of birth or religious affiliations. The classifications given below are based on those used in the 2001 National Census. If you feel that you do not fall within these categories, please indicate under 'other..' ..' what you consider to be your ethnic origin'.

White

English ☐

Scottish ☐

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Welsh ☐

Irish ☐

Other ☐ Please specify:

Mixed

White and Black Caribbean ☐

White and Black African ☐

White and Asian ☐

Any other mixed ethnic background ☐ Please specify:

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh:

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background ☐ Please specify:

Black, Black British, Black English, Black Scottish, or Black Welsh:

Caribbean ☐

African ☐

Any other Black background ☐ Please specify:

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other ethnic group:

Chinese ☐

Any other Chinese background ☐ Please specify: