

# **ARTS EMERGENCY**

## **AEMMS1: Application Part 1**

**YOUR INITIALS AND THE DATE (e.g. AB28.10.21):**

We will use the answers you give in this form to mark candidates and shortlist. In order for us to anonymise applications before scoring please **rename this file with your initials and the date at the end of the file name.**

When finished, send to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) alongside the Part 2 form (download here).

- 1) **You are currently managing a team that works on interconnected projects with the same deadline. One of the people you manage appears to be behind schedule, however they have assured you that everything is under control. The other person you manage is also struggling to deliver their project but is unclear as to why. How do you ensure that the projects are delivered on time? You may refer to examples of how you have dealt with similar situations in the past.**  
*(please aim to write no more than 250 words)*

- 2) **You have a volunteer mentor who is struggling to engage with their mentee and is frustrated that they haven't received a reply from them, what would you do? You may refer to examples of how you have dealt with similar situations in the past.**  
*(please aim to write no more than 250 words)*

3) **You are managing a mentoring project and you want to encourage mentor pairs to focus on good mental health, welfare and wellbeing, how would you approach this? You may refer to examples of how you have dealt with similar situations in the past.***(please aim to write no more than 250 words)*

4) **Please tell us about how you reach the person specification for this role, please focus on areas of the role that you've not been able to elaborate on in previous questions:** *(please aim to write no more than 500 words)*

5) **We are committed to the employment and development of disabled people. We offer a guaranteed interview scheme to candidates who identify as disabled and who meet the essential criteria for the role. Do you qualify for and wish to apply under the guaranteed interview scheme?\***

Yes

No

\* Whether you are applying under the scheme or not, if you are invited to interview we will ask you to let us know if you need any adjustments to ensure it is inclusive and works for you. We are committed to making reasonable adjustments throughout the recruitment process and if you join us, to where and how you work.