



Regional Trauma Network



Victims & Survivors Service



bacp
collective mark

Accredited Service

SEFF Application Form

Volunteer Coordinator- PT 16 hrs

July 2026

This form is accompanied by:
Current up-to-date CV

SECTION 1 of 11: Personal details	
Surname:	Forename(s):
Address:	Telephone number:
	Mobile number:
	Email address:

SECTION 2 of 11: Declaration	
To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.	
Signature:	Date:
Please tell us where you heard about this vacancy:	
<input type="checkbox"/> Internet <input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Newspaper	

SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

1. Please describe how you meet the qualification requirement for this role. This may include a third-level qualification in Community Development, Social Sciences, Human Resources, or a related discipline, or significant equivalent experience gained in a similar role.

2. Please outline your experience of volunteer management and/or community development within a charity, community, or voluntary organisation. Your response should include the organisations you have worked for, your key responsibilities, and the length of time you have undertaken this work.

3. Please provide an example that demonstrates your communication, interpersonal, and organisational skills. Describe how you have effectively engaged with a range of stakeholders to achieve a positive outcome.

4. Please provide an example of how you have successfully built and maintained positive relationships with individuals or groups from diverse backgrounds.

5. Please explain your understanding of the needs and sensitivities of victims and survivors of terrorism, trauma, or other vulnerable groups. Please include any relevant experience that demonstrates your empathy, patience, and ability to provide appropriate support.

6. Please describe your experience of using digital systems in your work. This should include your proficiency in Microsoft 365 (or equivalent), databases or CRM systems, and any volunteer management or record-keeping systems you have used.

7. Please provide an example that demonstrates your ability to work both independently and collaboratively as part of a multidisciplinary team.

8. This role requires flexibility to work occasional evenings and weekends to support volunteer activities and events. Please confirm that you are able to meet this requirement and provide any relevant information.

SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK? yes no

Do you need a visa or work permit to work in the UK? yes no

If Yes please give details including expiry date and any restrictions:

SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? (*Declaration subject to the Rehabilitation of Offenders Act 1974*) yes no

If yes please give details:

SECTION 6 of 11: Current salary

Please state your current or most recent salary:

SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	Reference 2
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

SECTION 8 of 11 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

SECTION 9 of 11 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 10 of 11 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 of 11 Driving License/Transport .

Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.

Yes No

Give details if required:
(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM:

Along with a copy of your current CV and the completed Equal Opportunities Monitoring form **by the closing date: 1pm Thursday 30th July 2026.**

By email to: recruitment@seff.org.uk (please note the application will need to be signed and scanned)

All applicants will receive email confirmation once their completed application pack has been successfully received.