**Diagram

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**Application form for Business Development Manager**

**About the application process**

* The Sex Education Forum’s recruitment and selection process is based on equal opportunities.
* To apply for the role of Business Development Manager please answer the questions in the application form, keeping within the word limits.
* Please complete the separate monitoring form. Once received, the monitoring form and personal information will be separated from the other questions so that we can make our recruitment as unbiassed as possible.
* Please submit all pages of the completed form in a single word document. Attach your monitoring form with the same email. Please use subject title ‘Business Development Manager’ for your email.
* Please do not send in a CV at this stage. Shortlisted candidates will be asked to send in a CV detailing work history and education / qualifications history and providing the names of two referees.
* Email the completed word documents to [info@sexeducationforum.org.uk](mailto:info@sexeducationforum.org.uk) by midnight on **23 March 2025**
* Receipt of your application will be acknowledged. Only shortlisted candidates will be contacted about the progress of their application. Thank you for taking the time to apply.

**Key dates**

Sunday 23 March 2025 (midnight) - Deadline to apply

Friday 4 April (online) and Friday 11 April 2025 (2nd round - in person) – Interviews

**Section 1: Personal information**

|  |  |
| --- | --- |
| Full name |  |
| Email address |  |
| Telephone number |  |
| Address |  |
| Please confirm that you are eligible to work in the UK |  |
| Do you have any access needs to support your participation in an online interview? |  |

**Now continue to the next page**

**Section 2: Application questions**This section includes 7 questions. Each should be answered within the maximum number of words.

This is your opportunity to tell us about your skills and strengths and how you use them in specific situations that are relevant to this role. We also want to find out more about why you are interested in the role.

**Question 1:**

Can you describe a communications project you are particularly proud of? Please explain the objectives you aimed to achieve, the key information or research you used to guide your work, and the results or impact it had. Additionally, highlight how your communication skills and leadership contributed to the success of the project.

**Maximum 250 words**

**Question 2**

What challenges do you anticipate when selling training courses on relationships and sex education to teachers in schools? How would you use your skills to identify and implement effective marketing strategies for the Sex Education Forum – which is a small charity with limited marketing resources.

**Maximum 250 words**

**Question 3**

Please summarise your experience of managing people. What tools, techniques, and personal strengths have you used as a line manager to effectively support and develop your colleagues?

**Maximum 250 words**

**Question 4**

Please share an example of how you have applied your entrepreneurial and/or fundraising skills in a not-for-profit environment? Mention any challenges you successfully overcame, any innovative approaches you used, and the result.

**Maximum 250 words**

**Question 5**

Please describe a complex project you’ve managed or played a senior role in, which involved collaborating with both senior and junior colleagues (internally or externally). How did you address the risks and challenges, and ensure high-quality outputs and outcomes?

**Maximum 250 words**

**Question 6**

Please consider the following scenario. A young person is preparing to deliver a speech at a Sex Education Forum event. You are tasked with co-producing a communications package to extend the reach of the content of the speech to wider audiences. What strategies would you use to a) support the young person to have a meaningful role in the co-production b) ensure the communication is high quality and aligned with the Sex Education Forum values and principles?

**Maximum 250 words  
  
  
  
Question 7**

What interests you about this role and the opportunity to work at the Sex Education Forum? In your response, please highlight any relevant skills or strengths you haven’t yet mentioned in your previous answers.

**Maximum 200 words**