**Self-Assessment for a Team Co-ordinator Position**

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| **Name** |  |

**Applications for positions close**

**Please complete this form and attach to your application in the Covering Letter field.**

The shortlisting process will include:

* review of the self-assessment against know how and key responsibilities outlined in the Position Description
* assessment of qualifications and experience as they relate to the position
* a review of an up-to-date CV.

Shortlisted candidates will be invited to attend a panel interview where you will be asked to apply your skills and experiences to specific scenarios

Self-Assessment

* We would like you to complete a self-assessment for the position of Team Co-ordinator
* When completing your self-assessment, think about how you meet the key requirements detailed below. Think also about what you have achieved in previous roles which could add value in the Team Co-ordinator role.
* Provide specific examples where you can as we may use these to guide our interview and reference checking.
* Please complete this form electronically – a detailed response is required, and the boxes will expand automatically.
* **Do keep your answer to each question to a maximum of 150 words.**

Submitting

**Check you have …**

* Completed the Self-Assessment in Section 1
* Attached Self-Assessment to the cover letter tab in your application.
* Attached an up-to-date CV under the CV tab in your application with any additional supporting information you wish to include

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| Position title | **Team Co-ordinator** |
| In your own words from reading the job advertisement and position description, what do you understand about the role of the Team Co-ordinator?  What appeals to you about this position?  What motivated you to apply? |  |
| What administrative skills and experience will you bring to the position and why you feel you are the ideal candidate? |  |
| Please provide an example of a time when you have implemented a change or process to improve systems within the workplace? |  |
| What do you think is essential for a good working relationship between a People Leader and a Team Co-ordinator? |  |
| What strategies would you put in place to ensure you can maintain good working practices when handling pressure on a day-to-day basis? |  |