

**University of Leicester**

**Climate Crisis Project**

Pro Bono Office

Fielding Johnson Building

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LE1 7RH

Email: probono@le.ac.uk

Director Email: ca302@student.le.ac.uk

Application for the position of: **Secretary and Wellbeing Officer**

Applications open **Sunday, September 11th 2021.**  Please return your completed application by email with the subject  **‘Climate Crisis Project Team Member Application’** to probonoleicester@gmail.com no later than **11:59pm, October 10th, 2021.**

In order for your application to be considered**, all sections/questions** on this form must be completed and you must **attach a copy of your CV** (resume). Incomplete applications will not be accepted.

All email attachments must be in Microsoft Word (.doc/.docx) or PDF format.

Successful applications will be invited to an interview in the week commencing **Monday, October 11th, 2021**

If you have any questions please email **Camilia Amouzegar, Climate Crisis Project Director** at ca302@student.le.ac.uk

**Disclaimer**

By submitting this application to the University of Leicester Pro Bono Group, I declare that the information contained therein is true and to the best of my knowledge correct. I agree that the University of Leicester Pro Bono Group, in accordance with the *Data Protection Act* 1988, may hold and process personal data contained in this form for the purposes of considering this application.

**Description of Position**

This is a dual position which involves acting as the team’s secretary and the team’s wellbeing officer. As secretary, the position requires you to take minutes on every meeting in a comprehensive archive which can be accessed if ever needed, conducting follow-ups with team members to ensure tasks are completed in a timely manner and all ongoing events and plans flow smoothly. As wellbeing officer, your task is to check in with all team members on a biweekly basis, to work closely with the Pro Bono Society’s wellbeing committee member, to provide wellbeing posts every week for our social media pages, and to act as a signpost for wellbeing resources.

**Personal Details**

Surname: Forename: Title:

Date of Birth: Year of Study: Nationality:

Telephone Number:

University Email Address:

**University Education**

**Please list the subjects you are currently taking / have taken, and if you have been examined, the individual grades you have received:**

First Year:

Second Year:

Third Year:

**Previous University of Leicester Pro Bono experience (and relevant awards):**

**Please attach a copy of your CV to this application.**

**Suitability Questions**

1. **Why do you want to be part of the Climate Crisis Project?**

**Max word Count: 250**

1. **Our project is now launching into its next unit on Calls to Action where we organize events and initiatives to highlight important causes and mobilize meaningful efforts to combat climate issues. What ideas do you have about how to make that next phase successful?**

**Max word Count: 300**

1. **To be a successful wellbeing officer, you must possess *Professional Empathy* (ie- emotional intelligence/emotional recognition used towards coworkers, colleagues, clients for conflict resolution). Please give examples of when you have shown these qualities in a working/educational environment.**

**Max word Count: 300**

1. **Why are you interested in the position of Secretary/Wellbeing Officer and why would you be best suited for it over our other positions? Detail qualities you possess which would make you suitable for this position, and how you have made use of these qualities in a work or academic setting.**

**Max word Count: 250**

1. **The Climate Crisis Project pinpoints areas in need of reform and advocates towards change in those areas, be they in the law school, the University, or locally. What PRIORITY idea do you have that you would like to implement, and think should be considered indispensable to the project?**

**Max word Count: 250**

**Bonus Question:** (Please Note that your answer to this question will not affect your candidacy and is purely for information)

1. **Do you have any special connections that can help the project?**

**Max word Count: 100**

**Print Name:**  **Date:**