

SUPPORT STAFF APPLICATION FORM

The Trustees of Sussex Learning Trust is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. Please use this form to demonstrate how well you match the Person Specification for the job you are applying for and to detail relevant experience and qualifications. **A CV is not required** in addition to this form, although you can attach further documents to support your application if you choose. Please also complete our equal opportunities form which will be kept separate from your application and not viewed by the shortlisting panel.

Use black ink if handwriting or submit in a MS Word format.

Section 1- Personal Details

Title (eg Mr / Mrs)	Mr
First name(s)	Oyinkolade
Last name	Akinleye
Known as	Steve
Former name (s)	N/A

What job are you applying for?

Job title	Trust Communications and Governance Assistant
Based at	Cuckfield
How did you find out about this job?	East Sussex
Are you currently working for West Sussex County Council? (excluding agency staff)	NO

Contact details

Address	26 Reeves Hill, BN1 9AS, Brighton
Email address	koladeakinleye@gmail.com
Telephone no:	Home: Mobile: 07438981378 Work: Please indicate your preferred contact number
How would you prefer us to contact you?	Phone/email/letter/no preference PHONE & EMAIL

DISABILITY:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

Qualifications

Qualification type and subject eg GCSE English	Grade/Level attained	Name of School, College, University etc and awarding body	Date achieved (MM/YY)
<i>Master of Laws (LL.M) in Intellectual Property and Technology Law</i> Relevant Courses: Cyber Law, Digital Intellectual Property, Information Technology Law Honors	Masters	University of Sussex, School of Law, Economics and Politics.	September 2023
<i>Barrister-at-Law (B.L)</i> Relevant Courses: Corporate Law and Practice Activities: <i>Member</i> , Academic & Research Committee. <i>Subgroup Leader</i> , Subgroup 5 Group 10 Study Group.	Graduate Level	Nigerian Law School, Abuja	July 2021
<i>Bachelor of Laws (LL. B.)</i> <i>Second Class Upper Honours (2:1)</i> Relevant Courses: Contract Law, Commercial Law, Intellectual Property Law and Company Law 2019 Activities, <i>Student Mentor</i> , Justice Chancery, <i>Counsel</i> , Moot and Mock Competitions. Honours: Award of Excellent Leadership, Christian Law Student Fellowship of Nigeria, 2018	Undergraduate	Ekiti State University	September 2019

Membership to Professional Bodies:

Name of Professional Body	Date achieved	By exam or election?
Nigerian Bar Association	July 2021	By Examination
Chartered Institute of Arbitration	July 2021	By Examination

Alternative Evidence: If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience

Section 3 – Experience

Tell us about how you meet the requirements of this role, with reference to the Person Specification:

Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification/Job Description. **Indicate gaps in employment and tell us what you were doing during this time (eg full time study). Any gaps in employment will be questioned at interview.** Please continue on a separate sheet if necessary.

Current job/most recent job (please indicate which):

Name of employer and nature of business:	Job title and duties. Please outline your responsibilities, to whom you are responsible, and staff responsible to you (if applicable), and reason for leaving (max 250 words)	Dates of employment (MM/YY)	
		From: October 2023	To: PRESENT
CYNCARE HEALTH LTD (Homecare provider based in Brighton)	<p>ADMINISTRATOR AND COMPLIANCE ASSISTANT.</p> <ol style="list-style-type: none"> Oversee daily administrative operations for efficient business functioning. Activities under this range from curation and dissemination of meetings and agendas, professional communications with staff and stakeholders via emails and telephone calls, etc. Ensure compliance with Care Quality Commission regulatory guidelines, and other regulatory bodies for assessment purposes. Manage employee adherence to policies and procedures. Investigate potential violations of company policies and legal requirements. Effective partnering with the Human Resources Team to ensure proper recruitment and off/onboarding process for staff <p>Responsible to the Director</p>		
Reason for leaving:			

Full previous job history (since leaving school/college, including education, employment and voluntary work). Please use additional sheet if required:

Name of employer and nature of business:	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:
University of Sussex Brighton, United Kingdom	<p>Student Representative, Alumni and Relations Office</p> <ul style="list-style-type: none"> - Engaged with over 1,500 Alumnus of the University of Sussex, while at that, informed them about the recent developments and events at the University. - Together with my Team of Fundraisers, raised £80,000 to help current University Students with high cost of Living crisis and personal Debts. 	October 2022	January 2023
Iroghama Legal Practitioners Lagos, Nigeria	<p>Legal Associate</p> <ul style="list-style-type: none"> - Counsel to a leading manufacturing company in a trademark dispute. - Drafted and reviewed court processes across all superior courts in Nigeria - Advised local and international clients in connection with a broad range of tech transactions and financing. - Drafted and reviewed tech law and intellectual property agreements, including SAFE agreements, non-disclosure agreements, non-compete agreements, software licensing agreements, software development agreements. - Researched and issued memoranda and legal opinions on intellectual property and tech matters for clients and regulatory concerns. 	June 2021	August 2022

Other experience: Describe any relevant experience you have had outside of work which shows how you meet the “Experience” section of the Job Profile.

Volunteer, Media Team, Redeemed Christian Church of God (Non-profit Organization)

Duties and Responsibilities

Social Media Management

- **Increased brand awareness and engagement:** Managed daily content creation and posting on the church's social media platforms, collaborating with the design team to ensure visually appealing and goal-aligned content.
- **Enhanced online presence:** Maintained a consistent and positive online presence for the church through regular content creation and interaction with followers.
- **Promoted events and programs:** Ensured timely and accurate dissemination of information about upcoming events and programs through social media channels.
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Communication & Administrative Support

- **Supported Media Team:** Provided administrative assistance in organizing meetings for team members and events hosted by the church.
- **Streamlined communication:** Acted as a liaison between different departments, facilitating smooth communication and information flow.
- **Organized and efficient:** Demonstrated strong organizational skills in managing meeting logistics and ensuring events run smoothly.
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Additional Skills Developed

- **Content creation:** Gained experience in crafting engaging and informative social media content.
- **Project management:** Honed project management skills through planning and executing social media campaigns and assisting with event logistics.
- **Communication:** Developed strong communication skills through collaboration with various teams and online interaction.

Quantifiable Achievements (Optional):

- Increased church's engagement on Instagram by 30% through consistent content creation.

Section 4 - Skills and Competencies

Please use this space to explain how your skills, experience and personal qualities meet the requirements of this job which are detailed in the job description and person specification. (Please use no more than 900 words or concise 2 pages). Please include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use separate sheets if necessary.

This role aligns with my interests, skills, and competencies in a great deal. I grew up in an environment where things are taught and encouraged to be done well and in the right ways. This include being responsible for yourself, and for others around you which largely translates to doing all in your capacity to be the best you can and add value to wherever organisations you find yourself. This approached instilled in me the values of accountability and responsibility.

One of my core values in this regard is responsibility and I like to channel this value in my area of interest which include law and how a society works, governance, proper running of a system (administration), and proper communication and dissemination of information. I have developed interesting capacity in these areas of interest, and I will take the rest of this discussion in showing you how, please follow me.

LAW

My interest in Law made me pursue a degree in this regard and got me called to the Nigeria Bar Association as a Barrister and Solicitor of the Supreme Court of Nigeria. While in Nigeria, I worked in a boutique sized law firm where I was exposed to the internal workings. Of Law. At the firm, I was privileged to take the lead in several transactional deals, contentious and non-contentious matters. This helped me develop a sense of ownership of work, and a drive to deliver excellently in tasks assigned to me. I want to bring this competence to the table as Trust Communication and Governance Assistant. This role would require someone who can be intuitive, take responsibility for project, tasks, and deadlines. I believe strongly that I will excel in this regard.

GOVERNANCE AND ADMINISTRATION

My competence is administration is both a thing of formal and genuine interest in the smooth running of any system and a function of transferred interest from my dad. I grew up watching my dad combine excellently the smooth running of his businesses and family without having one commitment affect the other negatively. I saw him serve in various boards as Secretaries and this he did well, I truly am inspired by him.

I currently work in a healthcare company in Brighton, as the office administrator and compliance assistant. Prior to my joining, a lot of administrative systems were left untouched, and this led to various backlogs and delay in processes. I was able to untangle the complexities in the system and assist in simplifying the administrative processes. I have created various templates on how to communicate internally with staff and management, and external communications with service users, families, and other industry stakeholders. I have honed my communication skills in the process and further learnt how to manage a business, as SMEs can be quite challenging to work in.

SOCIAL MEDIA COMMUNICATIONS

I have developed competence in this area largely from my experience working in a non-profit organisation as a volunteer in the media team. In my role as a volunteer, I manage the day-to-day operations of their social media platforms, I collaborate with designers to create engaging content aligned with the organisation's goals. I ensure timely and accurate information about events and programs was circulated online, as this helped build a positive online presence for the organisation.

My experience so far in this regard as helped me develop a good content creation skill, good time management skills, organizational skills and helped me write clearer and better.

I believe so strongly that my experience matches perfectly with the expectations of this role. I love to be a part of a progressive thinking organisation, more reason I am sending out this application. I like to work hard, and I do this with the mindset that my hard work benefits in two ways. First, the organisation I am a part of and secondly, myself – hard work, in my opinion, does not only contribute to the success of the workplace, but it also contributes to my success and helps me be more valuable in my endeavours.

Thank you for considering my application, and I look forward to discussing further with you.

Section 5 – References

Two references are required for all candidates. **One referee must be your current employer** or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. **PLEASE PROVIDE UP TO DATE ACCURATE EMAIL ADDRESSES FOR EACH REFEREE.**

First Reference	Second Reference
Name: Cynthia Princewill- Obadimu	Name: Iheanyichukwu Awa
Full Address and Postcode: 11 Hollingbury Place, BN1 7GE	Full Address and Postcode: Ikoyi, Lagos 101233
Telephone No: 01273973957	Telephone No: +234 806 274 7226
Email: admin@cyncarehealth.co.uk	Email: iheanyiawa@gmail.com
How long has this person known you and in what capacity? 2 years, Line Manager	How long has this person known you and in what capacity? 2 years, former supervisor

References will be taken up at the interview stage

Please indicate if you do not want us to contact your referees without letting you know first:

Reference 1: ☐ Reference 2: ☐

Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with any employee of the Academy Trust? If so, please state the person(s) full name, their position and place of work

NO

Are you a parent/foster parent/carers or relative of a student(s) or current member of staff at any school in our Multi Academy Trust? If so, please state the student(s) school, name and year group or member of staff's name

NO

Section 6 – What happens next?

If we have not contacted you by the advertised interview date or a week after the closing date, please assume that you have not been successful. If you are the successful/preferred candidates we will need two satisfactory references, proof of any necessary qualifications, medical clearance and proof of your eligibility to work in the UK before you start work with us.

Rehabilitation of Offenders

Please note, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, 2013 and 2020, and Associated Order. If shortlisted for an interview you will therefore be required to disclose all convictions and cautions whether spent or not, regardless of how long ago they occurred, except for those which are defined as 'protected' by the Ministry of Justice. For further information please refer to:

<http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Sussex Learning Trust and its Governing Body are committed to safeguarding and promoting the welfare of children. As your job requires you to be in regular contact with children we will also need to obtain an Enhanced Disclosure and Barring Service (DBS) clearance before you start work with us.

Section 7 – Declaration

The information that you provide will be handled and processed in accordance with the General Data Protection Regulation 2018. If you are appointed, this information will form part of your personnel record and may be used by the Sussex Learning Trust/Governing Body for business purposes including the prevention and detention of fraud. **Please be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

I declare that all information given as part of my application is true. I understand that an Enhanced DBS check will be carried out.

Please sign _____aoyinkolade_____

Note - Attachments:

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will further support your application.

Please also complete our Equal Opportunities monitoring and Safer Recruitment form.

Please return your completed application form, letter of support, Equal Opportunities monitoring and Safer recruitment forms as per the details on the advertisement: