

Application process for Membership Strategy Committee

To apply for the UKCPA [Membership Strategy Committee](#) role, please submit the following to Sarah Carter, CEO, at sarah.carter@ukcpa.com:

- A statement outlining how your skills and experiences meet the needs of the role (max 600 words)
- A statement outlining vision and/or plans for the role. (max 600 words)
- Please feel free to include example social media messages or other examples of communication to support your application.
- CV (max 2 sides A4)
- Statement of support from employer
- Two references

The deadline for receipt of applications is **6pm on 31 October 2021**.

SELECTION PROCESS:

- Upon receiving each application, the UKCPA office will perform initial checks on applicants to ensure they are eligible for the post
- Upon the deadline for receipt of applications, the UKCPA office will send all relevant documents to the application review team
- The application review team will meet no later than 10 November 2021 to review applications for role
- The application review team will invite applicants for a virtual interview during the **weeks of 15 and 22 November 2021**
- If applicable, the application review team will follow up references provided by applicants.

- The application review team will make the final decision on the successful applicant by 1 December 2021
- The Chair of UKPCA, or a nominated deputy, will notify the successful applicant by 1 December 2021
- The UKCPA office will send the successful applicant all relevant documentation for reading and signing
- The UKCPA office will notify all relevant staff and other committee members of the filled vacancy.