**High Streets Task Force Expert – Application Form**

Please refer to the accompanying documentation ‘*A Guide to Task Force Experts*’ for guidance on the role

and expectations of High Streets Task Force Experts, and for guidance on completing this application.

When complete please email the application form to : hstf@rtpi.org.uk

Closing date for applications: Friday 3rd April 2020

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| 1. **Personal Details**
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| **Title :**  | **First name(s) :**   |  |
| **Surname :**   |
| **Address :** |  |
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| **Postcode :** |  |
| **Email address :**  |  |
| **Telephone**  | **Mobile :** | **Landline (if applicable) :** |

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| 1. **Membership**
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| **RTPI membership number :**   |
| **Membership level/status :**  |
| **Are you a member of any other professional bodies?** [ ]  Yes (please list these below) [ ]  No |
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| 1. **Provision of services**
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| *The Institute of Place Management, lead Partner of the High Streets Task Force, is part of Manchester Metropolitan University. The University has a legal obligation to assess the employment status of any proposed engagement of an external resource for tax purposes. Please provide answers to the questions below and provide any additional information or comments in the space provided. This questionnaire will form part of any contract that you enter into with The University.* |
| **I confirm that I will undertake services provided to the High Streets Task Force as part of my business and that:**  |
| 1. I am registered as self-employed with HMRC (please provide both your Unique taxpayer Reference (UTR) and National Insurance Number (NINO)); **OR**
 | [ ]  Yes UTR:NINO: | [ ]  No |
| 1. I trade through a limited company, and I am the sole or majority shareholder; **OR**
 | [ ]  Yes Company Name :Company No. : | [ ]  No  |
| 1. Other (please specify)
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| **I confirm that I have appropriate insurance cover and will provide the University with a copy prior to signing a contract :** | [ ]  Yes  | [ ]  No  |

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| 1. **Expert Roles**
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| *Please add details of the Expert roles you wish to apply for, selecting an Expert level next to the corresponding specialism. You can apply for multiple Expert roles for each area specialism.* |
| **Specialism** | **Expert level** |
| Town centre/high street planning- general- all uses and mixes (including retail, commercial and residential, leisure, tourism, art and culture) | [ ]  Expert |
| Town centre / high street assessments including town centre and primary shopping area designations, boundaries review, range of uses, sequential approach, PDRs and application of policy | [ ]  Expert |
| Planning for heritage and conservation/historic environment in a town centre/high street context | [ ]  Expert |
| Urban regeneration, urban design and place making (when public realm/greenspace is not a major focus) | [ ]  Expert |
| Development and regeneration frameworks including masterplanning (when not anchored by public realm/greenspace) | [ ]  Expert |
| Transport and infrastructure planning and management | [ ]  Expert |
| Participatory planning (including community and stakeholder engagement) | [ ]  Expert |
| Assessments and modelling including modelling/visualisation of visions/plans (via data insight and analytics) | [ ]  Expert |
| Environmental planning, sustainability and climate change resilience | [ ]  Expert |
| Health and well-being planning | [ ]  Expert |
| **Mentor** |
| *Successful previous place management/leadership experience, with the ability to inspire and support better partnership working and with an aptitude for coaching and mentoring* | [ ]  Mentor |
| **Facilitator** |
| *Experienced in assisting with training and other similar delivery involving collaborative development, and with excellent communication and presentation skills* | [ ]  Facilitator |

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| 1. **Availability**
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| **Geographical region**  | *Please indicate which English regions you are able to deliver your services in on behalf of the High Streets Task Force* |
| [ ]  North East [ ]  North West [ ]  Yorkshire and the Humber [ ]  East Midlands [ ]  West Midlands [ ]  London [ ]  East of England [ ]  South East [ ]  South West [ ]  West Midlands  |
| *The High Streets Task Force project management office (PMO) will contact Experts when work is required, in order to discuss availability and schedule work if appropriate.* **Please provide any further relevant information about your availability that you would like to make the PMO aware of :** |
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| **Products and services** | *Please indicate which products and services would like to deliver on behalf of the High Streets Task Force* |
| [ ]  ‘Unlocking your Place Potential’ visit [ ]  Expert consultancy [ ]  ‘Developing a Shared Vision’ workshop [ ]  Placemaking programme [ ]  Mentoring (brokering engagement of stakeholders) [ ]  Facilitation  |

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| 1. **Qualifications held**
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| *Please list any qualifications which you consider relevant to your application and the areas of expertise you have identified in section 4.*  |
| **Level** | **Subject** | **Date completed** | **Name of institution** | **Result** |
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| 1. **Work history**
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| *Please detail relevant roles that demonstrate the areas of expertise you have identified in section 4.* |
| **Job title** | **Name and address of employer** | **Full or** **part-time** | **Start date** | **End date** |
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| 1. **Experience – High Streets Task Force context**
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| *The questions in this section reflect specific aspects of the High Streets Task Force delivery programme, supported by Experts. Please provide between 80 and 150 words to demonstrate your experience.* |
| **Client delivery using a third-party programme structure, materials, content or similar** |
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| **Leading workshops or similar sessions involving a range of diverse stakeholders***(For those only applying for a Facilitator role and not an Expert role, please provide evidence of supporting workshops or similar sessions)* |
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| **Delivering work for local authorities or other organisations the public sector** |
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| 1. **Experience – projects**
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| *Please select one or more relevant area of expertise in the left column and provide details of a corresponding project which demonstrates your experience in this field. Please provide between 80 and 150 words for each project example.*  |
| **Expertise** | **Project example** | **Project role** |
| Choose an item.Choose an item.Choose an item.Choose an item. |  |  |
| Choose an item.Choose an item.Choose an item.Choose an item.  |  |  |
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| 1. **Supporting statement (80 – 150 words)**
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| **Please provide a short statement about why you wish to use your expertise to support the High Streets Task Force and the towns and cities that it works with.***Please provide between 80 and 150 words for each project example.*  |
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| 1. **Referees**
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| **Referee 1** |
| **Name :** | **Institution/organisation :** |
| **Relationship to you :** | **Email :**  |
| **Phone :** |
| **Referee 2** |
| **Name :** | **Institution/organisation :** |
| **Relationship to you :** | **Email :**  |
| **Phone :** |

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| 1. **DECLARATION**
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| I declare that the information on this form is correct. I understand that information I submit to will be passed to the Institute of Place Management, the Lead Partner of the High Streets Task Force, which is part of the Manchester Metropolitan University.I understand that any offer of employment to my acceptance of the University’s terms and conditions. **Privacy Notice**Information you submit to The Landscape Institute will be passed to the Institute of Place Management, the lead partner of the High Streets Task Force, which is based at the Manchester Metropolitan University (‘the University’). Both the Landscape Institute and the University are Data Controllers in respect of the personal data you submit in this form.The University is registered as a Data Controller with the Information Commissioner’s Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy. Your personal data will be used to assess your application for High Streets Task Force Expert. We rely upon the following lawful bases to process your personal data for this purpose:* Public task - as a specific task conducted in the public interest by a public authority.
* Contract – as you have asked us to assess your application with a view to entering into a contract for services.

We also use data processors who are third parties who provide elements of services for us, such as hosting and supporting our IT systems. We have contracts in place with our data processors. This means that they cannot do anything with your personal data unless instructed.If you wish to exercise your right of access, rectification, and/or to restrict processing under the GDPR please contact: support@highstreetstaskforce in the first instance. We will retain your personal data as follows:* Non-progressed applications – until the end of the application process plus one year.
* Progressed applications – until the end of the employee/university relationship plus six years.

For further information about use of your personal data and your data protection rights please see the [University’s Data Protection Pages](https://www2.mmu.ac.uk/data-protection/). Our Data Protection Officer can be contacted using the legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the [Information Commissioner’s Office](https://ico.org.uk/global/contact-us/) as the supervisory authority.[ ]  I confirm that I have read and agree to the University’s terms and conditions, as outlined above, and I have read and agree to the Universities terms and conditions of employment found in the publication ‘A guide to Task Force Experts’. |
| **Applicant’s signature :** | **Date :** |
| *(if you are completing the application form electronically, please type your full name into the signature space)* |