



Operations Coordinator (Stirling Based), 6 month fixed-term contract - Application Form

Please answer the questions below (please keep to the word limits) and return to jobs@thisiscodebase.com along with your CV and, optionally, complete an [Equal Opportunity and Diversity Monitoring Form](#).

By submitting an application form you are confirming that you already have the right to work in the UK. We are not able to sponsor visas. If you have any questions about your eligibility for work please email jobs@thisiscodebase.com before completing an application.

To allow us to anonymise the initial shortlisting process, we will *only* read this application form (and *not* your CV) so please keep this in mind when answering the questions. Shortlisting will initially be done on the basis of the initial key skills questions to establish experience and capability in the key aspects of the role, followed by the remaining essential criteria. The highest scoring applications will advance to the next stage. **Please don't include your name anywhere in this application form.** Your CV will be read towards the end of the process, after we have read all the application forms. While not required, we recommend that you use the STARR model approach to answering the following questions. You can [find information on the STARR model here](#).

1. Please tell us about your admin/coordination experience (max 150 words)

We are looking for an understanding of the type of work you have been involved in (for example, general business operations, HR support etc.), the degree to which you have independently managed a high volume workload, and how you balance a varied and changing workload.

2. Please tell us about your front facing customer service experience (max 150 words)

We are looking for an understanding of the types of customer facing roles you have had (both internal and external customers) and your approach to maintaining high levels of customer service in a busy, high volume environment.

3. Please use this space to provide us with more information about how you meet the essential criteria for the role. Make sure to reference the following in your answer:

- How you proactively and effectively communicate with a range of people
- How comfortable you are with researching information for tasks such as policy development and answering queries
- How you ensure strong attention to detail and email communication skills

(max 150 words per bullet point)

4. If you have anything to say about the points below, we'd love to hear a little more - don't worry if there's nothing you'd like to add:

- Practical building maintenance experience
- Recruitment experience

(max 200 words)

5. Is there anything else you would like to add to support your application?

6. Please tell us how you heard about this role. Please choose one of the following options, and be careful not to include any further information unless specifically mentioned

- CodeBase website
- LinkedIn jobs
- External job board (Please add the website here:)
- Facebook/Instagram
- Twitter/X
- Recommended by friend/family
- Recommended by CodeBase employee
- Other

7. Please outline your availability for interview in January 2026.

8. Please could you answer the following questions:

What is your current notice period?

Can you confirm you have the right to work in the UK?