



South East Fermanagh Foundation

Supporting Victims & Survivors, Strengthening Communities

Projects & Admin Officer- Richhill

Application Form

June 2025

This form is accompanied by:

Recruitment Equal Opportunities Monitoring Form ☐

Current up-to-date CV ☐

SECTION 1 of 11: Personal details

Surname:	Forename(s):
Address:	Telephone number:
	Mobile number:
	Email address:

SECTION 2 of 11: Declaration

To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.

Signature:	Date:
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Please tell us where you heard about this vacancy:

☐ Internet ☐ Other (please specify)

☐ Newspaper

SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

1. Can you please list your qualifications relevant to this role (including degree, diploma, or certifications, and how many year’s experience you have in a project support or administrative role.

OR

For applicants who do not hold a current qualification, please cite your GCSE qualifications and 4+ years experience in an administration or project support role.

2. Please describe your experience supporting the delivery of projects. What types of projects have you worked on, and what was your role?

3. Please evidence your experience in the use of project management tools or software and any other relevant database software packages. Also please cite your experience and proficiency in the use of Microsoft packages.

4. Please describe your experience with financial tracking, processing invoices, or managing budgets and the procurement process.

5. Please give an example of a time you had to organise a complex meeting or event (e.g., booking venues, preparing materials, managing RSVPs). What steps did you take?

6. Please tell us your past experience and strategies in managing a heavy workload, and how these strategies support the achievement of outputs and outcomes.

7. Please tell us about a time you had to communicate with multiple stakeholders (internal and external) to coordinate a task or project. What challenges did you face and how did you handle them?

8. This role requires working both independently and as part of a team. Describe a time when you had to take initiative on a task without being asked.

SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you need a visa or work permit to work in the UK?	<input type="checkbox"/> yes	<input type="checkbox"/> no

If Yes please give details including expiry date and any restrictions:

SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? (<i>Declaration subject to the Rehabilitation of Offenders Act 1974</i>)	<input type="checkbox"/> yes	<input type="checkbox"/> no
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If yes please give details:

SECTION 6 of 11: Current salary

Please state your current or most recent salary:

SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	Reference 2
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

SECTION 8 of 11 Protecting Children and Vulnerable Adults .

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes ☐ No ☐

SECTION 9 of 11 Disability Discrimination Act .

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes ☐ No ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes ☐ No ☐

If yes, please give details:

Section 10 of 11 Health .

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 of 11 Driving License/Transport .

Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.

Yes ☐ No ☐

Give details if required:
(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM:

Along with a copy of your current CV and the completed Equal Opportunities Monitoring form **by the closing date: 1pm Thursday 5th June 2025.**

By email (preferred method) to emma.burton@seff.org.uk (please note the application will need to be signed and scanned)

Or by Post:

South East Fermanagh Foundation
The Buttermarket
132 Main Street
Fivemiletown
Co. Tyrone
BT75 0PW

Telephone: 028 677 23884