**Donegall Pass Community Enterprises** 

**Post:** Culture and Heritage Officer

**Closing Date**: 4pm 30th May 2025

**Please complete all sections of this application using black ink or typescript**

**Personal Details**

| Name: Address: Contact Telephone Number: Email address:- |
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**Educational History**

| **School / Institute / Other** | **Qualification** | **Completion date** |
| --- | --- | --- |
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| **Degrees or Diplomas obtained with dates and institutions attended** |
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**Employment History**

| **Previous Employment. ( List chronologically from most recent )** |
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| **Employer** | **Main responsibilities** | **Dates** |
|  |  |  |

| **PRESENT EMPLOYMENT (if any)** |
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| Name and address of present or last employer:- Date of appointment:- Present Salary :- Period of Notice:- |
| Main Duties:- |

**Personal Statement. ( Please refer to the job specification. )**

**Essential**

| 1. **Detail your qualifications in Education, Community Development or Youth Work or the equivalent of 4 years’ experience in an education, community development or youth work role.**
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| 1. **Outline the relevant experience you have in facilitating groups and working with diverse communities.**
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| 1. **Describe your project management experience.**
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| 1. **Outline your experience in identifying funding opportunities and developing successful funding bids.**
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| 1. **Describe how you have effectively used impact marketing tools.**
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| 1. **Describe your knowledge and experience of I.T.**
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| 1. **How do your personal attributes relate to this position?**
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**Desirable**

| 1. **Explain your knowledge and understanding of local culture and history.**
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| 1. **Outline your experience of research and analysis.**
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**Referees**

| **Please name two referees, who have knowledge of you in a working/academic capacity. Please note that referees cannot be a relative.** |
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| NameAddressTelephone NumberEmailPosition / relationship |
| NameAddressTelephone NumberEmailPosition / relationship |

**Declaration**

| **Declaration: I declare that the information set forth in this application form is to the best of my knowledge, true and complete.**Signature: Date:  |
| --- |

| **Please return to** lisa.m@dpce.org.uk**Closing date:- 4pm 30th May 2025.** |
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