**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 )** | | |
| --- | --- | --- |
| **Employer** | **Main responsibilities** | **Dates** |
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| **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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| Name  Address  Telephone Number  Email  Position / relationship |
| Name  Address  Telephone Number  Email  Position / 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](mailto:lisa.m@dpce.org.co.uk)  **Closing date:- 4pm 30th May 2025.** |
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