|  |  |  |
| --- | --- | --- |
| **Reference Number:** | **Job Title:**  **Recreating a Great Place: Development Co-ordinator.** | **Location of Post:**  **Clifton House** |

**Please complete this form in black type.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Title: |
| First Name: | Telephone No:  Mobile Telephone No:  E-mail Address: |
| Address:  Post Code: |

**ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the EU? Yes  No

If yes, please give details.

**REFEREES**

|  |  |
| --- | --- |
| Please name two referees, who have knowledge of your most recent work **and** who are in a supervisory/managerial capacity. One referee must be your current or most recent employer. (Please note that referees will not be contacted until an offer of employment has been made). | |
| Name:  Occupation:  Address:  Post Code:  Telephone Number:  Email: | Name:  Occupation:  Address:  Post Code:  Telephone Number:  Email: |

**Qualifications - Please detail Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification Awarded and subject from GCSE level** | **Grade Attained** | **Date Awarded** |
|  |  |  |

##### EMPLOYMENT HISTORY - PRESENT POST (If unemployed – most recent post)

|  |  |  |
| --- | --- | --- |
| Name and address of present employer  Address:  Post Code: | Date appointed  (DD/MM/YY) | Present salary per annum  £ |
| Job Title | |
| Period of Notice Required | |
| Please give reason for leaving. Also indicate leaving date (if applicable): | | |
| Principal Duties | | |

**EMPLOYMENT HISTORY - PAST EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Name of Previous**  **Employers and dates of Position(s) held**  **Start- End: (Day/Month/Year)** | **Title of Position(s) Held** | **Principal Duties of Post(s) Held and Reasons for Leaving** |
|  |  |  |

**Please provide details of any other employment by continuing on a separate sheet if necessary.**

**DEMONSTRATING YOUR RELEVANT EXPERIENCE AND QUALIFICATIONS**

The following sections ask you to **DEMONSTRATE** how you meet essential criteria which will be used by the panel when shortlisting. You must clearly **DEMONSTRATE** how you meet each criterion giving relevant examples and providing details. If you fail to fully complete each shortlisting criterion, the panel will find it difficult to assess your application form and may be unable to invite you to interview. The shortlisting panel will not make assumptions as to your qualifications, experience, circumstances, skills and/or knowledge.

The following criteria will be assessed through the application form, with the remaining criteria being assessed at interview stage.

|  |
| --- |
| **Essential Criteria:** |
| **Three years’ minimum experience working in the CVSE Sector advising and/or working on issues involving good governance.** |
| **Experience of managing partnerships and stakeholders with excellent relationship building skills and commitment to good service.** |
| **Two years’ minimum experience in working with organisations to build their capacity in operations / funding / services.** |
| **Experience of managing a marketing / communications or community engagement plan.** |
| **Experience in the development/creation of Outline Business Cases.** |

|  |
| --- |
| **Desirable Criteria: PLEASE DEMONSTRATE WHERE APPROPRIATE** |
| **Experience of managing a heritage or community relations project.** |

**ADVERTISING**

Please indicate how you became aware of this vacancy:

|  |
| --- |
|  |

**PERSONAL DECLARATION**

|  |
| --- |
| I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.  I understand that the appointment is subject to funding; to receipt of satisfactory references, the verification of qualifications required for the post (as per the personnel specification) and relevant disclosure check.  I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the General Data Protection Act 2018.  Signature:­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Completed application forms to be returned by 12 noonon 15th July 2025

**Please email your completed application to:** [lucy@cliftonbelfast.org.uk](mailto:lucy@cliftonbelfast.org.uk)

**Interviews for the position will be held on 22nd July 2025.**

**If you are shortlisted for interview, please advise if you would require any access assistance or any adjustments required at Clifton House.**