**Application for Engagement Assistant**

**– Dementia NI**

**PRIVATE AND CONFIDENTIAL**

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| **POSITION** | **Engagement Assistant - Fundraising** | **REFERENCE NO:** | **EA - 0625** |
| **LOCATION:** | **Belfast Office** |  | |

**Candidate Guidance**

The closing date for applications for this vacancy is **12 noon on 9th July 2025.** All applications must be received on or before this date. Late applications will not be considered. Completed applications must be sent to [andrea@dementiani.org.](mailto:andrea@dementiani.org.)

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL FOR SHORTLISTING.

**Curriculum vitae will not be accepted.**

All applications should be completed in typescript. Application forms should not be reformatted or amended.

Applicants must clearly demonstrate how and to what extent their qualifications and / or experience meets both the essential and any desirable criteria. The onus for demonstrating this in the application form, rests with the applicant. All information given will be treated with the strictest confidence. Continuation pages/sheets may be added as necessary.

Please note on your application if you require any reasonable adjustments in relation to the selection process. Any such details are only used for this purpose and do not form part of the selection process.

Responsibility for ensuring that applications are fully completed, legible and received before the closing date rests with the candidate. Incomplete, illegible, or late applications will not be considered. Dementia NI will take no responsibility for lost or late applications, including those delayed by postal service / technical difficulties etc.

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| APPLICANT DETAILS | | | |
| Surname: |  | Forename(s): |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** | |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/ adjustments in relation to either communications or access requirements if invited to interview | |  | |

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| ELIGIBILITY TO WORK IN THE UK  Do you have the right to work in the UK? Yes No  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g., Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation* |

1. **EDUCATION HISTORY (please start with the most recent)**

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| **Level of Qualification Gained**  **(GCSE, A Level, Degree Etc.)** | **TITLE / SUBJECT** | **Grade and Date Attained** |
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**FURTHER EDUCATION**

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| **UNIVERSITY / COLLEGE** | **SUBJECTS PASSED** | **LEVEL ATTAINED** | **GRADE** |
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**PROFESSIONAL QUALIFICATIONS**

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| **Name of Professional Body** | **Level of Membership** | **Registration / Pin Nos** |
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**RELEVANT TRAINING COURSES (if applicable)**

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| **Name of Organisation** | **Name of Training** | **Qualification attained (if applicable)** |
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1. **EMPLOYMENT HISTORY**

*(Please use the space below to list all present and past employment, in chronological order, i.e., starting with your most recent employer first. You may use a separate sheet if necessary).* All previous employment must be accounted for in your application.

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| --- | --- | --- | --- | --- |
| **Name of Current Employer:** | |  | | |
| **Employment Date:** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title:** | |  | | |
| **Notice Period:** | |  | | |
| **Salary and Benefits:** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **NAME AND ADDRESS**  **OF EMPLOYER** | **Date From and To:** | **JOB TITLE AND SUMMARY OF KEY DUTIES** | **SALARY and REASON FOR LEAVING** |
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OTHER EMPLOYMENT – Please use this space to declare any gaps in employment and / or any other employment you currently undertake that would continue with if you were to be successful in obtaining this position.

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1. **SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below as per the essential and desirable criteria

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| **ESSENTIAL CRITERIA - Please indicate if you meet or do not meet each of the required criteria below by checking the appropriate box** | |
| **Criteria 1 -** Experience of providing high levels of donor care or customer service in a time bound environment.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
|  | |
| **Criteria 2 -** Previous experience of working in a fundraising or customer services role.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
|  |  |
| **Criteria 3 -** Excellent communication and interpersonal skills, with the ability to build rapport and relationships with our supporters.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
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| **Criteria 4** - Exceptional organisational skills with the ability to prioritise a varied workload.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
|  | |
| **Criteria 5 -** Experience of Word, Excel, & PowerPoint.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
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| **Criteria 6 -** Self-motivated, solutions focused with the ability to use your initiative.  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
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| **Desirable Criteria** | |
| **Criteria 1** - Experience of working with database or CRM.  **You may include any further details you feel relevant to this criterion in the supporting information section.** | YES ☐ NO ☐ |
| **Criteria 2** - An understanding of dementia and our approach to working with people with dementia.  **You may include any further details you feel relevant to this criterion in the supporting information section.** | YES ☐ NO ☐ |

1. **SUPPORTING INFORMATION**

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| Please provide any additional information to support your application: |

1. **REFEREES**

Please give the details of two referees of persons who must not be related to you. One of which must be from your current or most recent post. Referees will not be contacted prior to offer of appointment.

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| --- | --- | --- | --- | --- | --- |
| Referee Name: |  | | Referee Name: |  | |
| Position: |  | | Position: |  | |
| Company Name: |  | | Company Name: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | Postcode: |  |
| Email: |  | | Email: |  | |
| Telephone No.: |  | | Telephone No.: |  | |
| Nature of Relationship: |  | | Nature of Relationship: |  | |

1. **VERIFICATION OF INFORMATION**

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| I certify that to the best of my knowledge all information provided in this application is truthful and accurate. I have not omitted any facts that could affect my employment. I understand that any false or misleading statements or to have suppressed any material facts could place any subsequent employment in jeopardy / result in a job offer being withdrawn and / or if appointed, dismissal.  I understand that any employment entered into is subject to documentary evidence of my right to work in the UK, evidence of qualifications as relevant to the post and satisfactory references. Under GDPR I acknowledge that my personal data contained within this form will be recorded and processed for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.  **Signature: Date:** |

## **EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE**

Job File Ref No: EA 0625 Applicant No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| We are committed to promoting equality of opportunity and treatment and to preventing any unfair discrimination in its employment practices. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. Our policy is to continue to provide equality of opportunity, and that no employee or job applicant receives less favourable treatment on the grounds of perceived religious belief, political opinion, gender, marital or family status, disability, age, race, nationality, or sexual orientation.  We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.  You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence and this sheet will be detached from your application prior to interview. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.  Regardless of whether we practice religion, most of us in Northern Ireland are perceived to be members of either the Roman Catholic or Protestant communities.  **We are therefore asking you to indicate your community background by ticking the appropriate box below:**   1. I am a member of the Protestant community.   I am a member of the Roman Catholic community.    I am a member of neither the Protestant or Roman Catholic community.    If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information supplied by you.   1. **Please indicate your Sex by ticking the appropriate box below:**   **Female Male**    Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions. |

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| **How did you hear about this vacancy?** | |
| Dementia NI Facebook page |  |
| Sponsored Facebook advert |  |
| Shared post on Facebook |  |
| Community NI |  |
| NI Jobfinder |  |
| Indeed |  |
| Other |  |
| If other, please state below: | |