**Conference and Operations Manager - Application Form**

**FOR OFFICE USE**

**Ref No:**  COM17

**Closing date:** 4.00pm,03/02/2017

**Date received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** Conference and Operations Manager

Please complete this form legibly and return it by post, to the address above, or by email to john@newwineireland.org on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence.

**1. Personal Details**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Post Code** |  |
| **E-mail address** |  |
| **Contact telephone number(s)** |  |

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| --- | --- | --- |
| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |

**2. Your Qualifications**

|  |  |  |
| --- | --- | --- |
| **Level**  (e.g. GCSE / Degree) | **Subject / name of course** | **Grade attained** |
|  |  |  |

**3. Membership of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade Of Membership (Where appropriate)** |
|  |  |  |

**4. Employment History (starting with your current /most recent employer)**

List your previous employers in reverse order, starting with your current or last employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **Dates of employment**  **From To** | **Job title & main duties** | **Final salary & reason for leaving** |
|  |  |  |  |

**5. Training**

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| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
|  |

**6. How do you meet the job criteria for this post?**

Explain how you satisfy the essential and desirable criteria for this post stating when and where skills and experience were gained. **Maximum 250 words for each answer.**

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| **Essential Criteria 1 - Bachelor’s degree with Honours (or equivalent i.e. Level 6 award).** |
| **Essential Criteria 2 – A minimum of one year’s experience (in the past five years) in conference/ events delivery.** |
| **Essential Criteria 3 – A minimum of one year’s experience (in the past three years) of using Microsoft Office (and particularly Microsoft Excel) or equivalent software.** |
| **Essential Criteria 4 – Excellent communication skills including oral, written and interpersonal.** |
| **Essential Criteria 5 – Ability to work as an effective team member.** |
| **Essential Criteria 6 – Ability to create, maintain and develop positive working relationships.** |
| **Essential Criteria 7 – Strong negotiating and influencing skills.** |
| **Essential Criteria 8 – Results-focused and able to meet deadlines/ prioritise competing deadlines.** |
| **Desirable Criteria 1 – Taught marketing qualification recognised by the Chartered Institute of Marketing (CIM).** |
| **Desirable Criteria 2 – Two years’ experience (in the past 5 years) in conference/ events delivery.** |
| **Desirable Criteria 3 - Experience of communications and office management.** |
| **Desirable Criteria 4 - Ability to use Sage 50 Accounts and customer relationship management systems (e.g. Salesforce).** |

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| **Special Circumstances**  Please confirm you have read the special circumstances and can meet the essential commitment for this role. | **Yes** | **No** |

**7. Special requirements**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone *John Stewart – 028 9028 7011* as soon as possible.

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**8. Referees**

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

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

**9. Declaration**

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal/withdrawal of employment offer.

**Signed:**       **Date:**