**CENTRE FOR GLOBAL EDUCATION**

***Application Form***

Please typescript your application and limit your answers to the stated word limit. Please use Calibri and a font size no smaller than 11 points. We will not accept CVs or appendices of any description. If you have a disability which precludes you from completing the application form, please contact Orla Devine on 028 90 241 879, for alternative arrangements and/or reasonable adjustments to be made.

Post: Communications and Administrative Officer (CCGL)

Closing date: 10am Monday 14th January 2019

1. Personal Details

**Mr/Ms/Miss/Mrs (delete as appropriate)**

**Surname: Forename(s):**

**Home Address:**

**Telephone Number (home): (mobile):**

**Email Address:**

**2. Education (Please do not include dates.)**

|  |  |  |
| --- | --- | --- |
| **Subjects passed at ‘O’ Level/GCSE (Equivalent)** | **Subjects passed at ‘A’ Level/GCSE (Equivalent)** | |
| **Degrees or diplomas and institutions attended** | | |
| **PROFESSIONAL QUALIFICATIONS** | | |
| Name of professional body or bodies | (i) By Examination  and Result | (ii) By Election |

**3. Employment Experience**

Please give details below of previous and \ or current positions, beginning with your most recent appointment.

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Notice required** |  | |
| **Present Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

**4. Other Relevant Employment Experience**

Please give dates, name of employer, and a brief description of duties and responsibilities.

**5. Additional Training & Qualifications**

Please give details of any other training you have received or qualifications gained.

**Important guidance information for completion of this form:**

Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criterion for this post.***Please ensure to demonstrate under the experience criteria how you meet the essential skills criteria for the post.***

In responding to the criteria below, it is essential that you describe fully how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, you must specify the job role, organisation name and relevant dates of the experience gained.

It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained. Short listing for this post will be undertaken using only the information you have provided in response to each criteria below.

***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.***

**6. Essential Criteria**

**You are required to respond to each criterion below in no more than 150 words for each one.**

**Qualifications**

* **A Third Level qualification in a relevant discipline e.g. education, communications and marketing or project/business management.**

**Experience & Skills**

**A minimum of 3 years’ experience of/in:**

* **Implementing an effective communications strategy with multiple inputs including time bound projects with targets and tight deadlines.**
* **Website and social media management**
* **Direct and digital marketing, including the creation and dissemination of e-newsletters.**
* **Writing editorial copy for both digital and print use.**
* **Stakeholder engagement.**
* **Database management including the use of Microsoft Excel for the creation and management of databases.**

**7. Desirable Criteria**

**You are required to respond to each criterion below in no more than 100 words for each one.**

**Qualifications**

* **A qualification in Communications and Marketing.**

**Experience & Skills**

* **Implementing a communications strategy for engaging schools in a programme.**
* **Working in a school or working closely with teachers.**
* **Experience of working in a multi-disciplinary team.**
* **using desktop publishing software**
* **Writing about global issues and/or writing for educators/teachers.**
* **Event management.**

**Knowledge and understanding**

* **A working knowledge and understanding of the formal education sector in Northern Ireland.**
* **Knowledge of the voluntary and community sector.**
* **A strong understanding of, or working background in, international development issues or global learning/ development education.**

**8. If appointed, when could you take up this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Referees**

**Please give the names, addresses and occupations of two referees who may be contacted to support your application for this position.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

**10. Can we contact your referees in advance of interview if shortlisted? Tick one box.**

Yes [ ] No [ ]

**11. Eligibility to work in the UK**

Are you eligible to work in the UK? YES □ NO □

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

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

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Your application should be received by e-mail along with the completed monitoring form by **10am on Monday 14th January 2019**. E-mail your application to: [orla@centreforglobaleducation.com](mailto:orla@centreforglobaleducation.com).

**Data Protection Notice**

* We will keep your application form for 6 months.
* The legal bases that we use for processing are performance of a contract, to meet legal obligations, and where it is in our legitimate interest.
* We are required by law to process some sensitive personal data for equal opportunity monitoring purposes.
* You don't have to provide what we ask for in most cases, but it may affect your application if you don't provide information.
* We keep your information secure and access to your personnel file is limited to HR and senior management.
* We do not share your information with third parties other than as outlined in this notice, unless required to do so by law.
* Your information is not stored outside of the European Union or transferred to international organisations.
* You have the right to access your own information.
* If you have a data protection question or request please [contact](http://www.nicva.org/resource/nicva-staff-privacy-notice#contact-us) CGE Director, Stephen McCloskey on 028 90 241 879 or Stephen@centreforglobaleducation.com.