|  |  |  |
| --- | --- | --- |
| **Reference number**  **CFL** | **Title of Position**  **Community Fundraising Lead** | **Date** |

**Personal Details**

|  |  |
| --- | --- |
| **Surname** | **Title** |
| **First Name (in ful**l) | **Previous Surnames** |
| **Address** | **Daytime Telephone Number** |
| **Mobile Number** |
| **Email Address** |
| **National Insurance Number** |

**Eligibility to Work in the UK**

|  |
| --- |
| Do you require a permit to work in the EU?  Yes ❑ No ❑  If yes please give details |

**References**

|  |  |
| --- | --- |
| Please name two referees who have knowledge of your present and/or most recent work and who are in a supervisory/managerial capacity/ (please note referees will not be contacted until an offer of employment has been made) | |
| **Name** | **Name** |
| **Occupation and Organisation** | **Occupation** |
| **Address** | **Address** |
| **Post Code** | **Post Code** |
| **Telephone Number** | **Telephone Number** |
| **Email** | **Email** |

**Professional Qualifications and Registrations**

Please detail any University Degrees, Professional Qualifications, Training and Development and/or Current Professional Registrations. Please continue on a separate page if necessary.

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Description** | **Date Awarded** |
|  |  |  |

**Employment History**

**Present Post (if unemployed – most recent post)**

|  |  |  |
| --- | --- | --- |
| **Organisation Name of present employer** | **Job Title and Grade** | **Department/Work Location** |
| **Address** | **Date Appointed** | **Salary per annum** |
| **Post Code** | **Date Left (if appropriate)** | **Notice Period Required** |
| **Please state reason for leaving** | | |
| **Principle Duties** | | |

**Employment History** - Please provide details of other employment by continuing on a separate sheet if necessary and please include any voluntary positions that may be relevant

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Title of Position** | **Start Date** |
| **Reason for Leaving** | | **Leave Date** |
| **Principle Duties** | | |
| **Name of Organisation** | **Title of Position** | **Start Date** |
| **Reason for Leaving** | | **Leave Date** |
| **Principle Duties** | | |

**Demonstrating your Relevant Experience and Qualifications**

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| --- |
| The following sections ask you to outline how you meeting the essential and desirable criteria of the vacant position. This information will be used by the panel when shortlisting. You must clearly demonstrate how you meet each criteria and give relevant examples. The shortlisting panel will not make assumptions as to your knowledge or experience. |

|  |
| --- |
| **Essential Criteria**   * Proven track record in organising fundraising events, managing fundraising volunteers and delivering a calendar of events for an organisation |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Experience in communicating with/presenting to different audiences. |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Voluntary sector experience/empathy |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Experience of managing income and expenditure. |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Excellent IT skills in the use of social media, web sites, email, internet, Word and Excel and PowerPoint |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Experience in working with volunteers |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria**   * Experience of fund raising in a team environment |
| **Explain and demonstrate how you meet the criteria** |
| **Desirable Criteria**   * Degree level education or equivalent experience in a relevant discipline i.e. Fundraising, Business Studies/Development, Marketing, Communications etc. |
| **Explain and demonstrate how you meet the criteria** |
| **Desirable Criteria**   * Fundraising/Funding qualification/experience |
| **Explain and demonstrate how you meet the criteria** |
| **Desirable Criteria**   * Community Fundraising experience in the voluntary sector of NI |
| **Explain and demonstrate how you meet the criteria** |
| **Desirable Criteria**   * Understanding and/or empathy of the issues in relation to Nexus NI |
| **Explain and demonstrate how you meet the criteria** |

Please copy the above template and complete for the required number of criteria stated in job specification

**Protection of Children and Vulnerable Adults**

|  |
| --- |
| Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?  If yes please give details |

**Disability Discrimination**

|  |
| --- |
| The Disability Discrimination Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities.  Do you have a disability which is relevant to your application  If yes please give details  We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people  Do we need to make any special arrangements in order for you to attend the interview  If yes please give details |

**Health**

|  |
| --- |
|  |

Numbers of days sickness absence in last 2 years

|  |
| --- |
|  |

Numbers of occasions of sickness in last 2 years

|  |
| --- |
| Please state any pre-existing health (physical or mental) conditions Nexus should be aware of |

**Holiday Arrangements**

|  |
| --- |
| Please indicate any planned holiday arrangements or other dates when you are unavailable for interview  Nexus is under no obligation to take account of these arrangements but will try to accommodate all if possible |

**Advertising**

|  |
| --- |
| Please state how you became aware of this vacancy |

**Monitoring Forms**

Please complete the Equal Opportunities Monitoring Form and return it in a separate envelope to the monitoring office.

**Criminal Convictions Disclosure (Regulated Activity Posts)**

Please complete the Criminal Convictions Disclosure Form (HRF13), these forms will not be disclosed to anyone involved in short-listing your application.

**ACCESS NI (Criminal Conviction Checks for Regulated Activity Posts)**

The successful applicant will be subject to an Enhanced Access NI check. The Access NI Code of Practice is available to applicants on request.

“Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?” A list of specified offences can be found at:- <http://www.dojni.gov.uk/index/accessni/disclosures/filtering.htm>

|  |
| --- |
| YES \_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_ |
| Comment: |

**As per Access NI Code of Practice Nexus NI has a policy on the recruitment of Ex-offenders (HRP42) which is available on request.**

**Personal Declaration**

I declare that to the best of my knowledge the information given above 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 appoint is subject to receipt of satisfactory references, the verification of qualifications or accreditations required for the post (as per the job specification) and relevant security check.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998

Signature …………………………………………………………………………….

Date……………………………………………………………………………………..

Please return this application form to

HR, Nexus NI, 119 University Street, Belfast, BT7 1HP

Or email to info@nexusni.org

Any forms received after the closing date of Friday 16 June 2017 will not be considered.

Please return the Equal Opportunities Monitoring Form in a separate envelope addressed to the monitoring office or email to hr@nexusni.org