

Closing Date: 12 noon on Monday 20th February 2017

Ref: GDCO/0217

Section 1: PERSONAL DETAILS

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| **The Community Foundation for Northern Ireland welcomes applications regardless of gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age.**  POSITION APPLIED FOR: **Grants and Donor Care Officer**  **Permanent**  **Salary Scale NJC Points 29-31 £25,694 - £27,394** |
| SURNAME: ………………………………………………………………………….  FORENAMES: ………………………………………………………………………  ADDRESS: …………………………………………………………………………..  ……………………………………………………….POST CODE: ………………..  TELEPHONE NO: (Home) ……………………….  (Mobile) ……………………………..  EMAIL: ……………………………… |
| **EDUCATION:** List the **type** of School(not the name) |
| Dates Type of School e.g. Subjects Grade  From - To Grammar etc. Achieved |

**(please use continuation sheets if necessary)**

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| **FURTHER EDUCATION** | | | | |
| Dates University/ Subjects Grade  From - To FE College etc. Achieved | | | | |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates From - To  (Month & Year) | Name and Address of Employer | Position Held and Brief Description of Duties | Reason for Leaving | Salary |

**SECTION 2 – JOB RELATED CRITERIA**

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| **Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post preferably by giving examples.**  **NB: Only applicants who meet the essential criteria will be shortlisted. Please use continuation sheets if necessary. Please refer to the person specification when completing this form.** |
| **Essential Criteria**   1. Significant experience (over 3 years) of working with databases and Customer Relationship Management systems; |
| 1. At least 3 years’ experience of establishing good working relationships with customers or clients; |
| 1. Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports; |
| 1. Strong IT skills including the ability to use IT systems (Microsoft office, google) to implement, manage and monitor processes and workloads; |
| 1. Excellent administrative and organisational skills to include the ability to work independently and to tight deadlines; |
| 6. The ability to work well as part of a team. |
| **Desirable Criteria**   1. A degree or other third level qualification in a relevant discipline. |
| 2. Experience of maintaining on-line grant-making systems and processes. |
| 3. Experience of assessing grant applications. |
| **Work Related Circumstances**  1. A willingness to work with all areas and communities within Northern Ireland. |
| 2. A willingness to work unsocial hours (evenings and weekends) where necessary. |
| 3. Full driving licence and access to a form of transport. Consideration will be given  to alternative traveling proposals in respect of applicants with a disability who  cannot hold a licence. |
| 4. Do you need a work permit to work in the UK? |
| **REFERENCES**:  Please provide details of 2 referees familiar with your work, one of which should be your current or most recent employer.  1. Name and Address 2. Name and Address  Telephone no: Telephone no:  Email: Email:  Can they be contacted prior to interview – Yes No |
| **I certify all information given is correct. I understand any false information given may result in any job offer being withdrawn.**  **Signed:**  **Date:** |

**APPLICATION FORMS MUST BE SIGNED AND RETURNED TO:**

Betty McNally

Community Foundation for NI

6A Albert Street

Belfast

BT12 4HQ

**Email:** bmcnally@communityfoundationni.org

**CLOSING DATE: 12 NOON ON MONDAY 20th FEBRUARY 2017**

All applications must be completed in full, signed and returned in hard copy or by email. CVs will not be accepted or considered by the panel.

Incomplete or unsigned forms and/or forms received after the advertised deadline will not be considered.



EMPLOYEE MONITORING QUESTIONNAIRE, 3RD PRINCIPAL METHOD

**Private & Confidential**

Equality of Opportunity Ref. GDCO/0217

We are striving to become an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

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

Could you please indicate whether you are: Female Male

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 on file.

Note:

It is a **criminal offence** under the legislation for a person to ‘give false information in connection...with the preparation of a monitoring return’.

**PLEASE SEAL THIS FORM IN THE ENVELOPE PROVIDED AND RETURN WITH YOUR APPLICATION FORM.**