

Closing Date: 12 noon on Thursday 24th August 2017

Ref: GSO/S&P/0817

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 Support Officer (Space & Place**  **Programme)**  **Fixed Term October 2017 – July 2018**  **Salary Scale NJC Point 20 - £19,430** |
| 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. A minimum of two years relevant experience of administration work, gained in an administrative role, in an office environment, to include:-   (a) general office administration;  (b) organising meeting and preparing papers for meetings;  (c) taking minutes of meetings;  (d) producing reports for management. |
| 1. A good working knowledge and experience of using Microsoft Office and other Windows based applications to include MS Word, Excel and Outlook. |
| 1. At least one year’s relevant experience of database management, to include   (a) experience of date input  (b) producing database reports; and  (c) maintaining the completeness and accuracy of database records. |
| 1. Experience of organising events such as conferences. |
| 1. Previous proven experience of dealing with members of the public on the telephone and in person. |
| 6. The ability to work well as part of a team. |
| **Skills**   1. The Grants Support Officer will have access to confidential material and must have had experience of dealing appropriately with confidential information. |
| 2. A proven ability both to work as part of a team and to work on own initiative with a minimum of supervision. |
| 3. The ability to follow instructions clearly and to complete allocated tasks efficiently and effectively. |
| 4. The ability to communicate clearly both orally and in writing including the ability to relay information clearly and accurately. |
| **Desirable Criteria**  1. A relevant qualification in IT, such as European Computer Driving Licence (ECDL) or CLAIT or Word processing or equivalent. |
| 2. A good standard of education, to include a minimum of 5 passes at GCSE level (Grades A-C) or equivalent inlcuding English and Maths. |
| **Experience**   1. A minimum of one year’s paid experience of working within the voluntary and community sector. |
| 2. A minimum of one year’s paid experience of using a grants management database. |
| 3. Experience of working on funded grant programmes to include knowledge of monitoring and financial systems and procedures. |
| **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 THURSDAY 24TH AUGUST 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. GSO/S&P/0817

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.**