**

|  |
| --- |
| Information pack for candidates for the post of: |
| **Project Officer (18 hours per week)** **Northern Ireland Rare Disease Partnership** |

Dear Applicant,

Please find enclosed an application pack for the post of **Project Officer**.

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. Your application pack contains information about Northern Ireland Rare Disease Partnership, the job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.

2. Applications must be completed and emailed to rhoda@nirdp.org.uk

Additional sheets **will not** be considered.

CVs **will not** be accepted – only applications submitted on this form will be considered.

3. It is the responsibility of the applicant to ensure that relevant sections are completed and returned by 5pm on Friday 13 October 2017.

Thank you for your interest in the Northern Ireland Rare Disease Partnership

With best wishes,

**Fiona McLaughlin**

Chair

Northern Ireland Rare Disease Partnership

**COMPLETING THE APPLICATION FORM**

**Guidance Notes**

These notes are intended to help you complete the enclosed application form. This is of vital importance, as it provides the only information on which we can base our decision as to whether your skills seem to match the needs of the job, and therefore whether to invite you to interview.

**General Points**

* Your application form should be completed in typescript.
* Please provide appropriate information in the sections provided, attached sheets will not be considered.
* Please do not submit a CV instead of completing this form.
* Remember to complete all parts of the application form.
* If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer.
* The selection panel will not have access to your personal information or the monitoring form. Make sure you put all relevant information in your other answers.

**Character Enquiry**

* Having a criminal record does not automatically exempt you from being considered for any post in this Organisation. We will take into account the nature of the offense and discuss it at the interview.

**Qualifications**

* Ensure that all relevant qualifications are highlighted.
* Also ensure that the necessary qualifications for the post are made clear on the application form.
* Candidates that are shortlisted for the position will be required to bring evidence of their qualifications to interview, failure to do so will disqualify them from the recruitment process.

**Employment History and Experience**

* + The information continued in this section is used to assess if you meet the experience requirement for the post.
	+ Voluntary work as well as paid work can be highlighted in this section.

**Experience Relevant to this Present Application**

* + This gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and personnel specification in the application pack.
	+ The job description is an outline of the main duties of the post, together with a description of the skills, experience and competencies necessary to carry out these tasks.
	+ It is essential that you relate experience to the information given in both these documents. Make sure you give specific examples. This means; telling us what you did in your job rather than what the team did; and giving us concrete examples of where you have demonstrated a particular skill, rather than simply saying that you have it.
	+ Where appropriate to the role, you should demonstrate any experience of working or caring for the disadvantaged or with those who are dealing with complex medical conditions.

**Activities**

* Outside activities may demonstrate relevance to the skills required for the post.
* Any experience of working or caring for those dealing with a rare disease or other conditions may also be demonstrated in this section.
* You should also provide information in this section about any relevant courses that you have attended.

**References**

* + Check with your referees that they are happy for us to contact them before you put them down, as this saves time.
	+ At least one referee should be a current or previous employer.
	+ If you are unemployed, your last employer should be named, and if you have any voluntary or unpaid experience you could include a staff member as one of your referees.

**Returning the Form**

* + If you can, take a copy of the form.
	+ You may be asked questions at interview about the information you have given.
	+ Return it by email by the closing date.
	+ Remember we can only judge your suitability for the job from the information you give us.

 It is your responsibility to demonstrate on your application form that you meet each element of the essential criteria and where appropriate desirable criteria. Failure to do so will result in your application not being shortlisted. Late applications will not be considered.

Finally please note that successful candidates will be required to undergo an appropriate Access NI check and any offer of employment will be conditional upon a satisfactory outcome of that process. The Partnership does not regard an Access NI Disclosure to be a substitute for full pre-employment checks, including taking up references and enquiring into an applicant’s previous employment history. Access NI checks are part of the recruitment process and will only be sought after a candidate has been selected as the recommended candidate for the post.

If you require further information prior to application, please contact Rhoda Walker on 07821 802 693.

Thank you.