**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **EXECUTIVE ASSISTANT**

The relevant information related to this role and your application includes:

1. A Candidate Brief with a Job Description and Personnel Specification
2. Job Application Form
3. Monitoring Form

**Job Application Form**

NICVA requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring Form.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies,
* the Monitoring Form is retained by our Monitoring Officer for compiling statistical information.
* Desirable criteria may be used by the panel for shortlisting purposes if required.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact Human Resources for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his / her right to work in the UK.

Completed applications should be received by **midnight on Friday 18th October 2024** to [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org) or by post to the Monitoring Officer, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB.

Thank you.

**APPLICATION FORM**

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| **POST TITLE:** | **EXECUTIVE ASSISTANT** |
| **POST REFERENCE:** | **EA10-24** |
| **APPLICANT REFERENCE** | (OFFICE USE ONLY) |

**Personal Details**

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| **Candidate Name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Contact Telephone No:** | Click or tap here to enter text. |
| **Contact Email Address:** | Click or tap here to enter text. |

**Important guidance information for completion of this section of the application form:**

1. Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification as a guide, consider how your skills, experience and abilities relate to each criterion for this post.
2. 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.
3. 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.
4. You are required to demonstrate how you meet each criterion below within the specified word limit.

**APPLICANT REFERENCE NO: (Office Use)**

**Work Experience**

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| **Name and Address of Current / Most Recent Employer:** |  |
| **Job Title:** |  |
| **Date Employment Started:** |  |
| **Date Employment Ended:** |  |
| **Summary of Main Duties:** |  |
| **Current / Final Salary:** |  |
| **Notice Period Required:** |  |

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| **Please list, starting with the latest, any previous positions you have held which are relevant to the application.** | | |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
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| **Summary of Duties:** | | |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** | | |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** | | |

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| --- | --- | --- |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** | | |
| **Name of Organisation:** | **Job Title:** | **Dates From / To:** |
|  |  |  |
| **Summary of Duties:** | | |

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| **Please give details of any voluntary service or community work that you have undertaken on an unpaid / voluntary basis.** |
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| **ESSENTIAL CRITERION 1 (Max. 1,000 Words)**  At least a Pass Grade at GCSE (or equivalent) in Mathematics and English and have at least 3 years’ relevant working experience in each of the areas below:     1. Experience in a Personal / Executive Assistant role (or equivalent) working to a Chief Executive and/or to a Senior Manager/Senior Management Team, providing comprehensive administrative and organisational support.      1. Experience in complex diary management, travel booking and event planning and management.      1. Proven ability to produce accurate, high-quality work under own initiative.      1. Proven ability in building and maintaining effective working relationships internally and externally with individuals and organisations, always maintaining discretion and confidentiality.     OR  At least 5 years’ experience in each of the areas described above at a) – d). |
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| **ESSENTIAL CRITERION 2 (Max. 300 Words)**  Excellent computer skills including the use of the MS Office packages, Internet and email facilities as well as experience of using online meeting platforms such as Teams / Zoom to schedule, host and record meetings as required. |
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| **ESSENTIAL CRITERION 3 (Max. 300 Words)**  Excellent organisational and planning skills to include the ability to achieve agreed targets, meet challenging deadlines, and to plan meetings and events online and in person. |
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| **ESSENTIAL CRITERION 4 (Max. 300 Words)**  Excellent oral and written communication skills with both internal and external parties. |
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| **DESIRABLE CRITERION 1 (Max. 300 Words)**  Servicing a range of Committees at the highest levels within an organisation, including minute taking, drafting agendas, collating, and issuing papers and ensuring actions are implemented. |
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**Referees**

All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current / most recent employer. In some instances, and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. Referees will only be contacted once NICVA have received permission to do so.

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| **Referee 1 – Full Name:** |  |
| **Email Address:** |  |
| **Tel. Number:** |  |
| **Relationship / Capacity they can provide a reference:** |  |

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| --- | --- |
| **Referee 2 – Full Name:** |  |
| **Email Address:** |  |
| **Tel. Number:** |  |
| **Relationship / Capacity they can provide a reference:** |  |

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| Are you eligible to work in the UK? You will be required to provide documentation to support this claim if offered the post.  YES  NO |

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| **DECLARATION:** I declare that the information provided in this application form is, to the best of  my knowledge, true and complete. | |
| Name: |  |
| Signature: |  |
| Date: |  |

PLEASE RETURN TO:

[monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org)

or

THE MONITORING OFFICER

NICVA 61 DUNCAIRN GARDENS

BELFAST BT15 2GB