**APPLICATION FORM**

**Men’s Health Programme Coordinator: Men’s Health Forum in Ireland**

Before submitting this application form, please fully read and understand the information in the Job Application Pack which can be found at: https://mhfi.org/news/1480-men-s-health-programme-coordinator.html Also, be aware that all sections of this form must be completed.

Instructions for completing this form …

* Applications are invited from anyone, currently based / willing to be based anywhere on the island of Ireland, who can meet the eligibility criteria.
* Applications will only be accepted on this application form. It is preferable that the details that you input are typed. You can expand the answer boxes as necessary.
* Failure to complete all areas of the application form will automatically result in you not being eligible to be brought forward to the next stage of the selection process. As we require the same information from all candidates in order to make fair decisions, we will not accept applications by CV or any other method. Please do not submit any other attachments with your application.
* Completed application forms should be emailed, as MS Word attachments, to: enquiries@mhfi.org Links to documents on online storage sites such as Google Drive or Dropbox will not be accepted. The closing date for applications is **5.00pm** on **Thursday 21st November 2024**. We recommend that applicants should submit their form at least one hour before the closing time to ensure that it reaches us by the deadline. Applications will not be accepted after this date and time.
* You must clearly demonstrate in your application how you meet the required criteria - as failure to do so may result in you not being shortlisted. You should demonstrate this for both the essential and desirable criteria.
* Shortlisting will, primarily, be carried out on the basis of the essential criteria, using the information provided by you in your application form. However, if the number of applicants for this position is high, MHFI reserves the right to also consider the desirable criteria at the shortlisting phase. Therefore, you must clearly demonstrate in your application how (if at all) you meet the desirable criteria as well.
* It is anticipated that interviews for this position will take place in the week beginning Monday 2nd December 2024. These will be held face-to-face. However, if there is a large number of people shortlisted for this position, online interviews may be held prior to this date - to narrow the field of applicants before the in-person interviews take place.
* If you require any further information or clarification on any issue, please send an email to: enquiries@mhfi.org To ensure that all applicants receive equal treatment, the answers to any requests will be posted online at: https://mhfi.org/news/1480-men-s-health-programme-coordinator.html Everyone who is interested in applying for this position is advised to regularly check this web page for updates.

**1. PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Last Name:** |  |
| **Correspondence Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Are you eligible to work in the EU and UK?** |  |

**2. EDUCATIONAL BACKGROUND**

Please give details of your educational achievements …

**2.1 Secondary Level**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Attended** | **School / College** | **Subject** | **Grade** |
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**2.2 Third Level**

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| --- | --- | --- | --- |
| **Date Attended** | **Institution** | **Course** | **Qualification** |
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**2.3 Professional Training / Other Qualifications / Awards** *(if applicable)*

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**3. EMPLOYMENT HISTORY**

Please ensure that all of your career history is clearly outlined below. If you took a career break or spent time out of work, please include this information - so that there are no gaps in your career history from when you left full-time education to the present date.

**3.1 Overview**

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| --- | --- | --- | --- |
| **From** | **To** | **Job Title** | **Employer** |
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**3.2 Detailed Career History** *(start with your most recent job and work chronologically backwards)*

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| --- | --- |
| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

|  |  |
| --- | --- |
| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

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| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

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| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

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| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

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| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

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| **Dates:** |  |
| **Job Title:** |  |
| **Employer:** |  |
| **Main Roles and Responsibilities:** | |

**3.3 Voluntary Work Experience**

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| **Give details of any voluntary work experience that you feel would be relevant to this post:** |

**4. ELIGIBILITY CRITERIA**

Please indicate below how you meet each item of the eligibility criteria …

**4.1 Essential Criteria**

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| Qualifications:   * A third level qualification in a relevant discipline |
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| Experience:   * A minimum of two years’ experience in a similar role * Experience of coordinating projects and events * Proven track record of submitting successful funding applications * History of forging effective partnerships and working collaboratively to achieve common goals |
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| Knowledge:   * Understanding of men’s health issues and needs * Familiarity with the policy and service delivery context of men’s health on the island of Ireland |
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| Skills:   * Breadth of relevant skills and capacity to multi-task * Clear and effective report writing ability * Group / meeting facilitation skills * Ability to engage the media and communicate with the public * High level of proficiency in using the Microsoft Office suite or comparable software |
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**4.2. Desirable Criteria**

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| * Research skills - especially in identifying key health statistics * Experience of maintaining and updating web sites * Familiarity with using social media platforms as a communication tool to highlight issues and promote initiatives * Ability to produce and circulate regular electronic newsletters * Skill in creating graphics and video material for promotional purposes * Resource development experience * Access to a range of contacts that would be useful to the men’s health field of work |
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**5. REFEREES**

Please give the contact details of your three referees. These people should not be related to you, and should know you in a professional capacity ...

**Referee 1:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Phone Number: |  |
| Email Address: |  |
| Professional relationship to you: |  |

**Referee 2:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Phone Number: |  |
| Email Address: |  |
| Professional relationship to you: |  |

**Referee 3:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Phone Number: |  |
| Email Address: |  |
| Professional relationship to you: |  |



**This completed application form should be emailed, as an MS Word attachment, to: enquiries@mhfi.org**

**Please note that links to documents on online storage sites such as Google Drive or Dropbox will not be accepted.**

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