

# Application for Employment Programme Manager for Colin Early Intervention Community Project

Closing date Friday 4<sup>th</sup> April 2025 4.00 p.m.

At Colin Neighbourhood Partnership we believe in Equal Opportunities for all. Every appointment is made on merit.

All information provided will be treated in confidence.

## PERSONAL DETAILS

First Name	Surname
Home Address	
Post Code	Contact Telephone Numbers
National Insurance number	Home
Do you require a permit to work in the EU? (please indicate) <b>Yes/No</b>	Mobile
	Work (Discretion will be used if we contact you at work)
Email Address.....	

## EDUCATION

Subjects passed at 'O' Level or equivalent	Subjects passed at 'A' Level/GCSE or equivalent

<b>Degrees/Diplomas</b> <b>Qualification obtained and subject</b>	<b>(i) Name of Institution</b>	<b>(ii) Date Awarded &amp; Result</b>
--	--------------------------------	---------------------------------------

<b>Professional Qualifications</b> <b>Name of professional body or bodies</b>	<b>(i) By Examination Date &amp; Result</b>	<b>(ii) By Election</b>
--	---	-------------------------

<b>Other Training-</b>		
<b>Course title/content</b>	<b>Training establishment</b>	<b>Date and qualification</b>

**Present /Most recent employment**

Name & Address of present employer or last employer	
Job Title:	
Key duties of Post:	
Date Appointed:	
Date Left & Reason for Leaving (if applicable)	
Present Salary/Salary on leaving:	

**Work History**

Please list previous positions you have held, beginning with the most recent, stating employer’s name, job title, and relevant dates of appointment and leaving, with a brief description of duties and dates. Please continue on a separate sheet if necessary

<b>Employer</b>	<b>Job Title</b>	<b>Brief description of principal duties</b>	<b>Date appointed</b>	<b>Date Left and reasons for leaving</b>

## Supporting Information

The following sections ask you to outline how you meet the essential criteria and desirable criteria outlined in the personnel specification, which will be used by the panel when shortlisting. You must clearly demonstrate how you meet each criterion giving relevant examples and providing full details of any relevant qualifications with the grade / level obtained. If you fail to fully complete each shortlisting criterion, the shortlisting panel will find it difficult to assess your application form and may be unable to invite you to interview. The shortlisting panel cannot make assumptions as to your qualifications, experience, circumstances, skills and/or knowledge. Please continue on a separate sheet if necessary.

### Essential Criteria 2

**Experience in Project Management, including time, quality and financial management.**

### Essential Criteria 3

**Theoretical knowledge and five years practical experience of service improvement.**

### Essential Criteria 4

**Experience of direct and indirect management of professional teams.**

Essential Criteria 5

**Building effective collaborative relationships with a wide range of stakeholders, e.g. schools, health and community, to ensure optimum outcome for the project.**

Essential Criteria 6

**Ability to effectively move between strategic and operational level thinking.**

Essential Criteria 7

**High level leadership skills and people management skills.**

## **Supporting information cont/.**

Essential Criteria **8**

**Ability to challenge and influence established beliefs and behaviour norms in order to deliver service improvements.**

Essential Criteria **9**

**Negotiation and conflict resolution skills.**

Essential Criteria **10**

**Ability to lead multi-disciplinary and multi-agency groups to achieve the optimum outcome for all parties.**

**Essential Criteria 11**

**High level communication skills with multiple stakeholders including 'public speaking' capability, ability to pitch both style and content of a presentation suit the audience(s) and effectively convey the message.**

**Essential Criteria 12**

**Interested in and knowledge of the issues effecting the Colin area**

**Essential Criteria 13**

**Ability to work flexibly to meet the requirements of the post.**

Supporting Information continued (if necessary).



Is there any reason you cannot work in regulated activity? YES/NO

Please be aware that having a criminal record will not necessarily be a bar to employment with Colin Neighbourhood Partnership.

If it is necessary to apply for a Disclosure, a copy of the AccessNI Code of Practice will be made available to you, in addition to a copy of our Recruitment of Ex-Offenders policy.

## REFEREES

Please name two referees, who should have knowledge of you in a working/academic capacity. One of whom should be your most recent employer.

1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Position: \_\_\_\_\_

2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Position: \_\_\_\_\_

(Please note that referees will not be contacted until an offer of employment has been made).

Do you consider yourself to have a disability which is relevant to your job application?

Yes / No

If you have answered “**Yes**”, is there anything we should know about your requirements in order to offer you a fair selection interview, or make reasonable adjustments to work arrangements? (For example, provision of an interpreter, specific parking facilities and access, provision of information in an alternative format or some other form of assistance.) If so please outline below:

**DECLARATION**

I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_