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Application Form

Post: Learning & Development Co-ordinator

Vacancy Reference: LDC0325

Notes: Please read before completing the application form

Applicants should submit this form only, supplementary material such as CV’s will not be accepted.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.

Please return the completed application form by email to: [diane.johnston@homelessconnect.org](mailto:diane.johnston@homelessconnect.org)

To be considered your completed application form must be returned no later than 12 noon, on Monday 31 March 2025.

Homeless Connect is a registered charity in Northern Ireland (charity number 103325)

|  |  |
| --- | --- |
| **Personal details** | |
| **Surname** | **Forename** |
| **Contact Details**  **Address:**  **Postcode**  **Telephone No:**  **Email Address:** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Education and Qualifications (if applicable) | | | | | |
| **Secondary level and further and higher education** | | | | | |
| Dates | | Type of institution e.g School, College | **Subject** | **Classification**  **(e.g. GCSE)** | **Grade** |
| From | To |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Other professional qualifications (if applicable) | | |
| Date | Course | Qualifications |
|  |  |  |
| Membership of professional institutions / associations | | |

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| Training courses attended (if applicable) | | |
| Date | Course | Training Organisation |
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| Employment history |

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please continue on a separate sheet if required.

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| --- | --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation** | **Position Held** | Dates (Month and Year) | | **Career Narrative**  (key duties and responsibilities) | **Reason employment ended** |
|  |  | From | To |  |  |
| **Volunteering history** | | | | | |
| **Employer Name and Nature of Organisation** | **Position Held** | **Dates**  (Month and Year) | | **Description of volunteering duties** | **Reason volunteering ended** |
|  |  |  |  |  |  |

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| References |

Please give the names and addresses of two referees, who are not related to you and know you in a work-related capacity. Referees will not be contacted until a provisional offer is made.

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| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:**  Postcode: | | |
| **Telephone Number:** | | **Email:** |

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| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:** | | |
| **Telephone Number:** | | **Email:** |

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| Interview arrangements |

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| Please provide details of any special arrangements in relation to either communications or access which you may require at interview? |

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| Additional Information |

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| --- | --- |
| **Current / most recent salary:** | |
| **Length of Notice required from current employer** |  |

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| Do you have any criminal convictions? Yes  No  If yes please provide details of any convictions below |
| Do you currently hold a full driving license? Yes  No |
| Information for sifting purposes |

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| In this section you are asked to demonstrate how you meet the essential and desirable criteria (as set out in the personnel specification) **in no more than 500 words per question**. Please outline your experience and give examples. |

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| **Essential Criteria**   1. At least 1 years’ experience of co-ordinating training and/or learning events for an organisation. 2. At least 1 years’ experience delivering training        1. Demonstrated experience in carrying out training needs analysis. 2. Demonstrated experience in stakeholder management and developing positive working relationships. 3. Proven ability to prioritise under pressure and successfully handle multiple projects to deadlines and targets. 4. Ability to present complex information in an accessible way. 5. Experience of MS Office packages (Word, Excel, PowerPoint, and Outlook). 6. Understanding of diversity, equity and inclusion (DEI) initiatives in training programmes.   **Essential Requirements**   1. Ability to work flexible hours with reasonable evening and weekend work.   Yes  No   1. Ability and willingness to travel throughout Northern Ireland and beyond when necessary.     Yes  No   1. A full current driving licence enabling the holder to drive in NI and have the use of a vehicle for official purposes or have access to a form of transport that will enable the candidate to meet the requirements of the post in full.   Yes  No  **Desirable** **criteria:**   1. Please use this section to demonstrate whether you meet any of the desirable criteria noted in the Job Description. |

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.

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

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