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Application Form

Post: Practice & Participation Manager

Vacancy Reference: PPM0325

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, 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 institutione.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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | | | | |
| **Name and Nature of Organisation** | **Volunteer Role** | **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:** |

|  |  |  |
| --- | --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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**  **Essential Experience**   1. Demonstrated knowledge and understanding of the support needs, barriers and current service provision faced by people experiencing homelessness, or other forms of social inequality. 2. At least two years’ operational and/or strategic experience relating to the delivery of services for people experiencing homelessness or other forms of disadvantage. 3. At least 1 years' experience in project management, including successful planning and management of multiple priorities whilst managing and monitoring budgets. 4. A proven track record in the development and management of training and events programmes for learning and development purposes. 5. Experience of providing best practice guidance and/or supervision support to people working in homelessness services. 6. Experience in organising meetings and/or events, planning agendas ensuring accurate recording and monitoring of agreed actions and funder requirements. 7. At least 1 years’ experience of staff management including managing staff performance and development.   **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_