**Logo, company name

Description automatically generatedApplication Form for Job Vacancy – Project Manager**

All information contained in this **APPLICATION** **FORM** will be treated as confidential.

Please complete all sections of the form to the best of your ability. In order to aid our shortlisting process, please keep your answers concise and keep to the allocated space wherever possible.

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| Your contact details | | | | | |
| First name | | Surname | | Gender | Date of Application |
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| Are you over 18? | Email Address (please print clearly) | | | Best way to contact you? | |
| Yes 🞎 No 🞎 |  | | |  | |
| Home Address & Postcode | | | Telephone (home) | | |
|  | | |  | | |
| Telephone (mobile) | | |
|  | | |
| How did you hear about the opportunity with Solas? (local paper, a friend, networks etc) | | | | | |
|  | | | | | |
| Please provide details of two references, one of which should your most recent employer | | | | | |
| Name: | | | Company: | | |
| Email: | | | Capacity Known: | | |
| Can we contact this person prior to appointment? Yes/No | | | | | |
|  | | | | | |
| Name: | | | Company: | | |
| Email: | | | Capacity Known: | | |
| Can we contact this person prior to appointment? Yes/No | | | | | |
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| Declaration  I declare that the information given on this form is complete and correct to the best of my knowledge and that I understand that inaccurate or false information given may result in an offer of employment being withdrawn or the contract terminated. | | | | | |
| Applicants Signature | | | Date: | | |
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| Closing Date for this post is **Monday 12th May 2025.** Your completed Application Form should be returned to our HR Sub Committee via email at **jobs@solaswellbeing.org.uk**    Alternatively post or hand deliver to: **Solas Wellbeing, 62 Ann Street, Ballycastle, BT54 6AD**  Essential and Desirable Criteria  In this section, applicants must present clear evidence to demonstrate how they meet each of the essential and desirable criteria, including relevant dates and examples**. Please ensure you use only the space provided.** A page or half a page has been allocated for each answer and you should not type beyond that.  ESSENTIAL |
| 1. A minimum of 2 years successful experience in a management role in the voluntary, statutory, community sectors or social enterprise. Please include dates from and to. |
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| 1. Experience in developing and implementing organisational policies, procedures and systems |
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| 1. Experience of managing budgets and securing income streams |
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| 1. Ability to work under pressure, within a changing environment |
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| 1. IT skills including MS-Office. Please include examples of what you have used the application for. |
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| 1. 3rd level education in a relevant discipline |
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| 1. Ability to manage financial, social and operational requirements |
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| 1. Please provide a personal statement describing your knowledge of Solas and how your approach and ethos of your work will complement the work of Solas. |
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| DESIRABLE |
| 1. Experience of supporting and supervising volunteers |
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| 2. Please give examples of your understanding and awareness of mental health |
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