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**Position:** Grants Manager

**Salary:**  NJC Scale points 32-35 (£41,511 - £44,711)

**Closing Date:**  **Monday 20th January 2025 at 12.00 noon**

**Ref:** GM/01/25

**Section 1:** PERSONAL DETAILS

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| **The Community Foundation for Northern Ireland is an Equal Opportunities Employer and welcomes applications regardless of sex, pregnancy or maternity, marital or civil partnership status, religious or similar philosophical belief; political opinion, disability, racial group, gender reassignment, sexual orientation or age.** | | | |
| SURNAME: ………………………………………………………………………….  FORENAMES: ………………………………………………………………………  ADDRESS: …………………………………………………………………………..  ……………………………………………………….POST CODE: ………………..  TELEPHONE NO: (Home) ……………………….  (Mobile) ……………………………..  EMAIL: ……………………………… | | | |
| **QUALIFICATIONS:** | | | |
| **Qualification (e.g. GCSE)** | **Subject** | **Grade Achieved** | **Year** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER EDUCATION** | | | | |
| Dates University/ Subjects Grade Achieved  From - To FE College etc. | | | | |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates From - To  (Month & Year) | Name and Address of Employer | Position Held and Brief Description of Duties | Reason for Leaving | Salary |

**SECTION 2 – JOB RELATED CRITERIA**

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| Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post by giving examples.  **NB: Only applicants who demonstrate that they meet the essential criteria will be shortlisted. Where we receive high volumes of applications, we reserve the right to shortlist those candidates who meet both the essential and desirable criteria.** |
| **ESSENTIAL CRITERIA - Experience** |
| 1. A minimum of 4 years experience in a management role, which includes:   (i) responsibility for line managing staff and  (ii) managing a department or function to deliver a high quality service and  (iii) leading, supporting and developing a high performing team.   1. At least 4 years experience of building strong external relationships with key stakeholders. |
| 1. Committed to the Foundation’s vision, mission, values and behaviours. (Values) Ambitious, Passionate and Integrity (Behaviours) Active listening, Non-judgemental, Collaborative. Please provide a personal statement that outlines your commitment to our values and behaviours. |
| 1. Committed to Diversity, Equity and Inclusion and to working with a diverse range of people and communities across Northern Ireland. |
| 1. Able to attend events and meetings across Northern Ireland, including occasional evening events and meetings |
| **DESIRABLE CRITERIA** |
| 1. A relevant degree or leadership qualification 2. Experience of using a customer relationship management systems such as Salesforce |
| Do you need a work permit to work in the UK? |
| **REFERENCES**:  Please provide details of 2 referees familiar with your work, one of which should be your current or most recent employer.  1. Name and Address 2. Name and Address  Telephone no: Telephone no:  Email: Email:  Can they be contacted prior to interview – Yes No |
| **I certify that all information given is correct. I understand that any false information given may result in any job offer being withdrawn.**  **Signed: Date:**  *(Typed or electronic signature accepted)* |

**Application Forms must be completed in full and returned to the following email:** nduncan@communityfoundationni.org

**CLOSING DATE: Monday 20th January 2025 at 12 noon.**

CVs will not be accepted or considered by the panel. Forms received after the advertised deadline will not be considered.