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**Position:** Women’s Development Officer

**Salary:**  NJC Scale points 26-28 (£36,124 - £37,938)

**Closing Date:**  **Wednesday 8th January 2025 at 12.00 noon**

**Ref:** WDO/01/24

**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** |

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| --- | --- | --- | --- | --- |
| **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 - Qualifications/Experience** |
| 1. A relevant third level qualification and three years’ paid experience in a similar role. **Or** At least five years’ paid experience in a similar role. 2. Significant work experience and competency (at least 3 years) in: 3. Working within and across local communities using community development approaches and practices. 4. Working with urban and rural women, especially those most marginalised 5. Establishing good working relationships within and between community groups, statutory agencies, government departments 6. Building the leadership capacity of local women in a similar role |
| 3.Please outline your experience of effectively managing budgets |
| 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. Full driving licence and access to a form of transport. Consideration will be given to alternative travel proposals in respect of applicants with a disability who cannot hold a licence. |
| **DESIRABLE CRITERIA** |
| 1. Experience of working on policy issues related to women. |
| 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: Wednesday 8th January 2025 at 12.00 noon.**

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