**GAISCE - THE PRESIDENT'S AWARD**

**Role Application Form**

**Position:** Digital Media and Communications Officer

**Reporting to:** Public Affairs and Communications Manager

**Contract:** Permanent, full-time, with a 6-month probationary period.

**Salary:** €34,091, DOE.

**Primary Location:** Ratra House, Phoenix Park, Dublin 8. *Remote/from home working in line with Covid-19 health and safety in line with Government guidelines.*

**Please complete application in type or use black pen for scanning purposes. Please fill in all sections.**

**The following application will cover the following:**

1. Personal Details
2. Employment/Professional experience
3. Education and Training
	* *Your post-second level education and educational achievements*
	* *Relevant external or internal courses, training, or professional development*
	* *Voluntary experience*
4. Overall profile and suitability for the post
	* *Why you’re applying*
	* *How your skills meet the job specification*
	* *Qualities you’ll bring to the role*
	* *An example of a time you used social/digital media*
5. Your references

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| **Section 1: Your personal details** |

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| --- | --- |
| First name: |  |
| Surname: |  |
| Address for correspondence: |  |
| Email address: |  |
| Telephone Number: |  |
| Are there any restrictions to your working in Ireland? |  |
| If successful, when could you take up the post? |  |
| Where/from who/what platform did you first hear about this position? |  |

**SECTION 2: Employment/Professional Experience**

Please give details of all work experience relevant to the role being applied for, beginning with your present or most recent employer:

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| --- | --- | --- | --- | --- |
| **Dates employed** (month and year) | **Employer’s name and address** | **Job title, whom you were reporting to & description of duties/responsibilities** | **Reason for leaving** | **Salary** |
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(add more lines to the above table if required)

**SECTION 3: Education and Training**

Please provide details of your **post-second level education and educational achievements**, indicating if you did not pass or complete a course:

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| **Name of establishment / awarding body** *(Please start with most recent)* | **Dates attended (to/from)** *(State full or part time)* | **Qualification / accreditation achieved** |
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(add more lines to the above table if required)

Please give details of any **relevant external or internal courses, training, or professional development** that you have undertaken (including dates and length or course, accreditation etc.):

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| --- | --- | --- |
| **Name of body** *(Please start with most recent)* | **Dates (to/from)**  | **Detail** |
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(add more lines to the above table if required)

Please give details of any **volunteering experience** relevant to the role being applied for, beginning with your present or most recent volunteer role:

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| --- | --- | --- | --- |
| **Dates** (month and year) | **Organisation name and address** | **Role title & description of duties/responsibilities** | **Reason for leaving**  |
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(add more lines to the above table if required)

**SECTION 4: Overall profile and suitability for the post**

Please outline **why you are applying** for the role of Digital Media and Communications Officer with Gaisce - The President's Award:

(300 words)

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The Job Specification for the role of Digital Media and Communications officer with Gaisce - The President's Award outlines the skills, experience and personal attributes required to successfully carry out the responsibilities of the post.

Please outline **how your skills and experience meet the criteria**: (1000 words, max)

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Please outline the **qualities you would bring** to the post: (300 words)

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Please tell us about a time **you used social and/or digital media to achieve a goal** or bolster the efforts of a project.

How did it go, and what was the outcome? (300 words)

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*Candidates called to interview may be asked to provide documentary evidence to support the information provided in this application form.*

**SECTION 5: References**

Please give the name, address, telephone number and occupation of two referees who would be in a position to assess your skills, knowledge and aptitude for this post. At least one should be your current or most recent recent employer.

Referees must not be related to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address:Email: | Address:Email: |
| Telephone: | Telephone: |

(Please note we will not contact referees without your prior permission)

Please provide below details of **any access arrangements** we can make to ensure you can successfully engage with the interview.

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#### **DECLARATION** I declare that the information provided in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

* Please send your completed and signed application form by email (digital signature) with the subject line ‘Digital and Comms officer’ to recruitment@gaisce.ie.
* Please ensure to save this application document with your name included before you send it to us.
* We are not accepting CVs or cover letters.
* Strict closing date for receipt of application is **midnight on Sunday, 21st March** 2021, with a view to first round interviews taking place on **Monday 29th, Tuesday 30th, and Wednesday 31st** of March.

***Thank you, and best of luck!***