**Position:**Administrator

**Reporting to:** Office Manager

**Contract:** 35 hours per week. Permanent (subject to funding and a successful probationary period of 6 months)

**Salary:**€28,000k pa.DOE

**Primary Location:** Currently part-remote working to adhere with Public Health guidelines, however the usual office base will be in Phoenix Park, Dublin. On-site attendance is a necessary part of this role.

**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*
1. 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*
1. Your references

**Section 1: Your personal details**

|  |  |
| --- | --- |
| First name |   |
| Surname  |   |
| Postal 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates employed**(month and year)   | **Employer’s name and address**   | **Job title, whom you were reporting to & description of duties/responsibilities**   | **Reason for leaving**   |
|        |    |    |    |
|        |    |    |    |
|        |    |    |    |
|        |    |    |    |

(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:

|  |  |  |
| --- | --- | --- |
| **Name of establishment / awarding body***(Please start with most recent)*   | **Dates attended (to/from)**  *(State full or part time)*   | **Qualification / accreditation achieved**   |
|        |    |    |
|        |    |    |
|        |    |    |
|        |    |    |

(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.):

|  |  |  |
| --- | --- | --- |
| **Name of body***(Please start with most recent)*   | **Dates (to/from)**     | **Detail**   |
|        |    |    |
|        |    |    |
|        |    |    |

(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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**(month and year)   | **Organisation name and address**   | **Role title & description of duties/responsibilities**   | **Current Status**   |
|        |    |    |    |
|        |    |    |    |

(add more lines to the above table if required)

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

The Job Specification for the role of **Administrator** 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 **why you are applying** for the role of Administrator with Gaisce - The President's Award:

(300 words)

|  |
| --- |
|  |

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

|  |
| --- |
|  |

*Add paragraph space to this box if you need additional space.*

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

|  |
| --- |
|  |

*Add paragraph space to this box if you need additional space.*

Finally, what's **something outside of your work** that you're passionate about?

|  |
| --- |
|  |

*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 previous 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. Please note that interviews are scheduled using the Zoom platform and will need a working laptop/computer with microphone and camera.

If further information is required in order to ensure your access arrangements are met, we may be in contact before the interview.

|  |
| --- |
|  |

#### **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 *‘Administrator’* to** **recruitment@gaisce.ie**

***Thank you so much for your interest in this role, and best of luck!***

**Closing dates for applications is 16th July 2021.**

**Interviews will take place week 2nd August 2021.**