**Position:**Administrator (Part-time)

**Reporting to:** Office Manager

**Contract:** 17.5 hours per week. Permanent (subject to funding and a successful probationary period of 6 months)

**Salary:**€28,000k FTE (pro rata)

**Primary Location:** Phoenix Park, Dublin

**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 (Part-time)** 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 (Part-time)** 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 details of any special arrangements in relation to either communications or access that you may require if invited to 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 (Part-time)’* to** **recruitment@gaisce.ie**

**Closing dates for applications is on or before Sunday 24th April.**

**Interviews will take Wednesday 4th May (time to be confirmed)**