



Application Form

Post: Learning & Development Co-ordinator

Vacancy Reference: LDC1022

Notes: Please read before completing the application form
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Applicants should submit this form only, supplementary material such as CV's will not be accepted.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.

Applications should be completed in BLACK INK.

Please return the completed application form by email to admin@homelessconnect.org

To be considered your completed application form must be returned no later than 12 noon, on Friday 28th October 2022

Personal details		
Surname	Forename	Title: (Mr/Mrs/Ms/Miss/Dr)
Address for Correspondence: Postcode:		Contact (Please provide a number at which you can be contacted in relation to your application) Home: _____ Mobile: _____ Email: _____

Education and Qualifications (if applicable)			
Secondary level and further and higher education			
Dates		Type of School e.g. Grammar, Secondary etc)	Qualifications: subjects, grades / classifications
From	To		

Other professional qualifications (if applicable)		
Date	Course	Qualifications

Membership of professional institutions / associations

Training courses attended (if applicable)		
Date	Course	Training Organisation

Employment history

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please continue on a separate sheet if required.

Employer Name and Nature of Organisation	Position Held	Dates (Month and Year)		Career Narrative (key duties and responsibilities)	Reason employment ended
		From	To		

Volunteering history

Employer Name and Nature of Organisation	Position Held	Dates (Month and Year)	Description of volunteering duties	Reason volunteering ended

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References

Please give the names and addresses of two referees, who are not related to you and know you in a work-related capacity. Referees will not be contacted until a provisional offer is made.

Name:	Job Title:
Address:	
Postcode:	
Telephone Number:	Email:

Name:	Job Title:
Address:	
Telephone Number:	Email:

Interview arrangements

Please provide details of any special arrangements in relation to either communications or access which you may require at interview?

Additional Information

Current / most recent salary:	
Length of Notice required from current employer	

3. Demonstrated experience in stakeholder management and developing positive working relationships. (Essential)

4. Excellent oral and written communication skills and ability to adapt to different target audiences. (Essential)

5. Proven ability to prioritise under pressure and successfully handle multiple projects to deadlines and targets. (Essential)

6. Ability to present complex information in an accessible way. (Essential)

7. Proven experience proven experience of the Microsoft Office suite of programmes. (Essential)

8. Flexibility for occasional out of hours work. (Essential)

9. Ability and willingness to travel throughout Northern Ireland and beyond when necessary. (Essential)

10. Full UK driving licence and access to a car. (Essential)

Desirable criteria:

11. An honours degree in a relevant discipline and/or qualification in training management.

12. Understanding of the homeless sector and the challenges it faces.

13. Experience in developing and administering accredited training.

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature: _____

Date: _____