





**APPLICATION FOR THE POST OF: Good Relations & Policy Officer**

**Closing date for receipt of applications**: **18th January 2019 no later than 12 noon**

**Completed applications must be emailed to: recruitment@migrantcentreni.org**

**ALL APPLICANTS MUST –**

* **Not submit additional sheets**
* **Not submit supplementary material such as CVs, as these will not be considered.**
* **Use font size 12 if completing the application form in typescript. The application should not exceed 10 pages in total**

1. **PERSONAL DETAILS:**

**Name:**

**Current Job, including Employer:**

**Home Address:**

**Telephone Number:**

**Email Address:**

Employment History

Note: please give details of all the posts you have held, starting with your current post, accounting for any gaps in your employment history.

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| **Date**  **From / To**  **(Month/year)** | **Employer’s name address & nature of business** | **Job title, main responsibilities and major achievements** | **Final salary and reason for leaving** |
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| **Using the space below please describe how you meet the essential and desirable (if relevant) criteria as described on the personal specifications document** |
| 1. **Qualification/Education** |
| * Educated to degree level or other country equivalent |
| Please list your qualifications, accrediting body and educational institution |
| 1. **Experience** |
| * Minimum 1 year frontline working experience in Community Development |
| * Minimum 1 year experience of policy work, as well as the ability to write effective policy recommendations reports and evaluations |
| * Experience of training design and delivery |
| * Experience of local media (print and radio), as well as the ability to write effective press statements |
| 1. **Knowledge** |
| * Understanding of Good Relations issues |
| * Understanding of race equality legislation |
| * Understanding of Community Development Principles, values and good practice. |
| * Knowledge of the Traveller Community |
| 1. **Abilities, aptitudes and skills** |
| * Demonstrated strong planning and organisational skills |
| * Demonstrated ability to communicate clearly in both verbal and written English |
| * Demonstrated ability to work to deadlines |
| * Demonstrated ability to work with groups in an inclusive and participatory matter |
| * Demonstrated ability to work, communicate and liaise with a range of individuals, voluntary, community and statutory agencies |
| * Computer literate in Microsoft Office packages and confident in use of range of social media platforms |
| * Ability to work independently and use own initiative |
| * Excellent time management skills |
| 1. **Personal qualities** |
| * A commitment to Good Relations Issues |
| * A commitment to anti-racist policy and practice |
| * Resourcefulness and enthusiasm |
| * Ability and availability to work flexibly when required to do so |
| * An understanding of the need for confidentiality and the need to treat sensitive information with discretion |
| * Cultural sensitivity |
| * Ability to work well in a team |

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| **Do you have access to personal transport to enable you to meet the travel needs of the post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please confirm you are willing to work unsociable hours and weekends if required: \_\_\_\_\_\_**  **Would you be interested in a job share arrangement if that became available: \_\_\_\_\_** |  |
| **Date:** |  |
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| --- | --- |
| **Name:** |  |
| **Signed:** |  |
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