

**Guidance notes for completion of Application Form**

* Candidates are shortlisted for the next stage of the recruitment process based on information contained in the application form which meets the criteria detailed in the personnel specification. **Please refer to the job description and personnel specification before completing.**
* Please ensure that application form is completed in type. Handwritten applications will not be accepted.
* Relevant information relating to experience/competence must be completed within the relevant section/box provided. If this information is submitted in another section/box, it willnot be considered by the short-listing panel.
* Application forms which are received after the closing date will not be considered. No additional information in support of your application form, will be accepted after the closing date and time for receipt of applications.
* Application forms must be submitted in a Microsoft Word format and by email **only.**  If shortlisted, a hard copy with a signature will be required at a later date.
* CDHN accepts no responsibility for checking or notifying candidates if forms are unreadable or incomplete for technical reasons.
* Applications stored on personal online storage sites will not be accepted.
* Please ensure that the original format of the application form is always retained.
* CVs will not be considered.
* Please attach additional sheets if required, these must be numbered in relation to the appropriate question.
* The successful candidate will be required to produce official original proof of any qualifications supporting the application.

If you have a disability or your first language is not English and you have difficulty with any aspect of our recruitment and selection process, please contact us on 028 3026 4606.

*CDHN is an equal opportunities employer and welcomes applications from all sections of the community.*

**JOB TITLE: Training and Development Manager**

|  |
| --- |
| 1. General Information |
| Surname: Mr/Mrs/Miss/Ms:  Forename(s):  Address:  Postcode:  Email:  Telephone Number: Mobile:  National Insurance Number: |

|  |  |
| --- | --- |
| 2. Education after 11 years of age | |
| Type of school, college of further education or university attended (please do not state name of secondary level school attended) | Dates of attendance |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Qualifications | | | | |
| Particulars of qualifications obtained (GCSE, GCE, CSE, RSA/OCR, NVQ, HNC/HND, Degree). Please state marks, grade or level of qualification as this may be used in shortlisting. | | | | |
| Year | Examining Body | Level of Qualification obtained | Subject | Marks/Grade |
|  |  |  |  |  |

|  |  |
| --- | --- |
| 4. Professional Qualifications Obtained | |
| Title of Qualification | Date of Award |
|  |  |

|  |  |
| --- | --- |
| 5. Membership of Professional Bodies | |
| Title of Professional Body | Date of Registration |
|  |  |

|  |  |
| --- | --- |
| 6. Education or Professional Studies in Progress | |
| Nature of Studies | Duration of Studies |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. Details of Present Employment | | | |
| Name & Address of present employer | Date Commenced (dd/mm/yyyy) | Position(s) held | Salary or Scale |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 8. Details of Previous Employment (including any employment breaks) | | | |
| Name & Address of previous employer(s) | Date Commenced and Finished (dd/mm/yyyy) | Position(s) held | Salary or Scale |
|  |  |  |  |

|  |
| --- |
| 9. Applicants are required to demonstrate specific experience, skills and knowledge by way of personal and specific example. Using the job description and personnel specification, please outline how your experience and knowledge would equip you for this post. |
| **Higher-level qualification relevant to the post (e.g. Social Policy, Community Development) and at least 2 years’ experience of Project Management or minimum of five years’ management experience in a Community Development or community education and training setting.** |

|  |
| --- |
| **Excellent project management skills.** |

|  |
| --- |
| **Key skills in staff management and team development.** |

|  |
| --- |
| **Demonstrated training and development skills to bring about change.** |

|  |
| --- |
| **Group facilitation, networking and relationship building skills.** |

|  |
| --- |
| **Ability to analyse and present information to support problem solving and decision-making.** |

|  |
| --- |
| **Excellent verbal and written communication skills.** |

|  |
| --- |
| **Application of adult learning/community development methodologies to promote equality of access and participation.** |

|  |
| --- |
| **Application of community development theory, principles, values, and practice to facilitate action and change.** |
| **Understanding of social determinants of health and how these impact on vulnerable groups.** |
| **Understanding of the effective use of project management methodologies, project stages, tools, and reporting.** |
| **Microsoft Office suite including Word, Excel, Access, and PowerPoint.** |
| **CRM/Database management or similar systems.** |
| **Good working knowledge of social media platforms for promotion and learning.** |
| **Commitment to equality and the values and ethos of CDHN.** |
| **Commitment to quality improvement, and the inclusion and progression of adult learners.** |
| **Flexible approach, as weekend and evening work may be required.** |

|  |
| --- |
| 10. Applicants are asked to confirm that they have a full, current driving licence which entitles the holder to drive in NI and have use of a vehicle for official purposes **OR** have access to a form of transport that will enable the candidate to meet the requirement of the post in full. |
|  |

|  |
| --- |
| 11. When there are large number of applicants, candidates may also be shortlisted using enhanced or desirable criteria and applicants should show in the box below where they meet desirable criteria from the person specification. |
| **Professional qualifications/postgrad diploma in any below:**   * **Teaching or training and development** * **Community development** * **Health promotion** |
| **Digital marketing experience, online learning platforms** |
| **Demonstrated experience of:**  **Training, needs analysis, design, delivery, and evaluation skills.** |
| **Demonstrated experience of:**  **Impact practice and regional programme level evaluation.** |
| **Demonstrated experience of:**  **Co-design of programmes, including with groups experiencing social and economic**  **disadvantage.** |
| **Demonstrated experience of:**  **Promotion and marketing of training to a diverse range of audiences and participants.** |
| **Knowledge of health inequalities theory and its practical application in a community or service environment.** |
| **Know-how to use training to implement change projects at both individual, and community or organisational levels.** |
| **Experience of developing and testing quality assured, accredited or evidence-based training programmes in the third sector or HSC sector.** |

|  |
| --- |
| 12. Give details of any relevant skills, expertise and abilities gained through voluntary work or in the home. |
|  |

|  |
| --- |
| 13. Give details of training which may have relevance to this position. |
|  |

|  |
| --- |
| 14. Give particulars of any illness or injury which incapacitated you for more than seven days during the last two years. |
|  |

|  |
| --- |
| 15. Give details of notice required to terminate present position. |
|  |

|  |
| --- |
| 16. If successful, when would you be able to take up this position? |
|  |

17. Are you required to have a work permit? Yes 🞎 No 🞎

If yes, do you have a work permit? Yes 🞎 No 🞎

|  |
| --- |
| 18. References |
| Please give the names, addresses and occupations of two persons not related to you. One of the referees must be either your current or previous employer and both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer. |
| Name:  Organisation and Job title:  Address (including post code):  Contact telephone number:  Email address: |
| Name:  Organisation and Job title:  Address (including post code):  Contact telephone number:  Email address: |

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of CDHN.

**Signed: Date:**

**Please return your completed application form, along with your Equality Monitoring Form (separate) and Convictions Disclosure Form (below) to:** [**marionohare@cdhn.org**](mailto:marionohare@cdhn.org)

**No later than: Thursday 7th October @12noon**

**Unprejudiced consideration will be given to candidates who declare criminal conviction(s).**

Do you have or have you ever had any convictions, cautions, or bind over orders in relation to any offence of any kind, which are to date unspent?

Please write ‘Yes’ or ‘No’\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Do Not leave blank)

Note: Custodial sentences of over 30 months can never become spent.

IF YOU ANSWERED ‘YES’, PLEASE GIVE FULL DETAILS OF THE CONVICTION INCLUDING THE NATURE OF THE CONVICTION, DATE OF CONVICTION AND SENTENCE IMPOSED.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: that under the 1979 Rehabilitation of Offenders (Exceptions) Order, as amended by the 1987 Amended Order, an applicant must disclose information about current and spent conviction if the post involves access to the young, the old, the mentally or physically disabled or the chronic sick.

If you are successful in this application, it may be necessary for a check of criminal records to be carried out before appointment can be confirmed. By signing this application for employment, you are agreeing to this check.