APPLICATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REF NO: **BPDO/0225**

APPLICATION FOR: **Business and Partnership Development Officer**

CLOSING DATE: **Monday 24 February 2025 at midday**

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part One)**

|  |  |
| --- | --- |
| SURNAME: |  |
| FORENAME(S): |  |
| ADDRESS: |  |
|  | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) |  |
| MOBILE NUMBER: (STD CODE) |  |
| PREFERRED CONTACT NUMBER: (STD CODE) |  |
| EMAIL ADDRESS: |  |
| NATIONAL INSURANCE NO: |  |
| RIGHT TO WORK IN THE UK |  |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**EMMA KINGHAN, ADMINISTRATION OFFICER, HOUSING RIGHTS, THE SKAINOS CENTRE, 239 NEWTOWNARDS ROAD, BELFAST BT4 1AF or**

**e-mail: recruitment@housingrights.org.uk**

**By midday on Monday 24 February 2025**

**EDUCATION / TRAINING**

|  |  |
| --- | --- |
|  | **QUALIFICATIONS ATTAINED** |
| **Dates** | **Type of qualification** | **Subjects Passed** | **Grade attained**  | **Date awarded** |
| From: | To: |
| **Secondary Education** *(name of school/college)* |  |  |  |  |  |  |
| **Further Education** *(name of university/**college)* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of the application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address****of Employer** | **Position Held****& Main Duties** | **Hours per week in post** | **Grade/****Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria**

|  |
| --- |
| **\*E1. Third level qualification in a relevant business-related discipline** |
| **\*E2. Demonstrated knowledge of public, private and statutory sectors and market competitors** |
| **\*E3. Please demonstrate clearly, at least 2 years full-time (or equivalent part-time) experience of working in: business planning or development; *and* partnership development or fundraising** |
| **\*E4. Demonstrated commitment to collaborative working practice.** |
| **\*E5. Please demonstrate clearly, your experience of *at least two* of the following:** * **building and managing partnerships**
* **fundraising (private or non-public)**
* **sales or marketing**
* **income generation**
* **social enterprise**
 |
| **\*E6. Please demonstrate clearly, a full valid driving licence or ability to meet the mobility requirements of the post as the role will be required across Northern Ireland often at various locations on a single day** |
| **Desirable criteria****Please demonstrate clearly, how you meet the desirable criteria. Please refer to the Person Specification section of the Recruitment Pack.** |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

|  |
| --- |
| **Part three** *will not be available to the selection panel* |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months?**  |  |

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **ROLE** |  |

(NB AN EMPLOYER’S REFERENCE WILL BE REQUIRED BEFORE APPOINTMENT)

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE**  |  | **DATE**  |  |

|  |  |
| --- | --- |
| How did you learn about this job vacancy? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website  |   | Housing Rights e-zine  |   |
| Community NI   |   | JobApplyNI (job centre)  |   |
| Nijobfinder.co.uk  |   | Family/friend  |   |
| cwjobs.co.uk  |   | Recruiter / Agency  |   |
| Other (please state):  |