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

REF NO: **HPD/0125**

APPLICATION FOR: **Head of Policy and Development**

CLOSING DATE: 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 24 February 2025 at midday**

**EDUCATION / TRAINING**

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

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of your 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. Please demonstrate clearly, evidence of a third level qualification (or equivalent) in a relevant discipline, for example, housing, debt and welfare advice, public policy, business management, business development etc**

|  |  |
| --- | --- |
| **Name, Level & Result(s) of** **Qualification(s)**  | **Dates Attended**  |
|       |  | To  |   |
|   |  | To  |  |
|   |   | To  |   |

 |
| **\*E2. Please demonstrate clearly, evidence of a minimum of three years’ experience in a senior role, analysing and communicating complex policy issues.** |
| **\*E3 Please demonstrate clearly, a minimum of three years’ experience in developing and maintaining relationships with a wide range of stakeholders and partners.** |
| **\*E4. Please demonstrate clearly, experience of developing and delivering continuous improvement initiatives and securing staff buy-in to proposed changes.** |
| **\*D1. Please demonstrate clearly, experience within charity/ voluntary sector.** |
| **\*D2. Please demonstrate clearly, excellent understanding of the processes and procedures within government policy and Northern Ireland Assembly.** |

**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.

|  |
| --- |
|  |

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| **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):  |