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| **APPLICATION FORM** |
| **Closing Date for receipt of completed applications:** |
| **12.00noon on Friday 25th March 2022** |
| It is important for us as employers to know as much as possible about you, the applicant. Please complete this form accurately and in full as the decision to shortlist you will be based solely on the information you provide on this form. **Regarding pages 7 onwards, do not continue onto additional pages and do not include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered by the panel**. Please read the guidance notes on the page overleaf carefully before completing the application form.  The Arts Council will treat all documents and information received in support of your application as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.  The completed **Application Form** should be returned in an envelope marked **CONFIDENTIAL** and **must** be addressed to:  **Human Resources**  Arts Council of Northern Ireland  Linen Hill House  23 Linenhall Street  LISBURN  BT28 1FJ  Failure to complete and return the application form in accordance with the Guidance Notes overleaf will result in your application being disqualified.  **EQUALITY OF OPPORTUNITY STATEMENT**  It is the Arts Council’s intention to ensure equal opportunity for all job applicants and employees and to eradicate direct or indirect discrimination so that no person shall receive less favourable treatment on the grounds of: sex; marital status; religious belief; political opinion; disability; ethnic origins; sexual orientation; age or Trade Union membership. No person shall be disadvantaged by any conditions or requirements which are neither justified nor required for the job. All recruitment, promotion and training opportunities will be based on merit as measured by qualifications, experience, ability, personal attributes and job performance. The Arts Council will also apply equal opportunity principles to all personnel matters such as pay, staff reporting, redundancy, disciplinary and grievance procedures.  The Arts Council of Northern Ireland is an Equal Opportunities Employer |
| **Guidance Notes - Please read carefully**  **Completing the Form**   1. You must complete all sections of the Application Form. Only pages 7 onwards of the Application Form will be made available to the selection panel. 2. Please complete the form clearly and legibly in typescript (minimum size 11pt). Where application forms are not typed/word processed, you should write in BLACK INK in BLOCK CAPITALS only. If we cannot read the form, we may be unable to determine whether or not you meet the requirements for the post. 3. Do not exceed the space provided **as additional pages or any supplementary material will not be copied to the selection panel and therefore their content will not be considered by the panel.** 4. The personnel requirements for this post are set out in this Form. You must address all the requirements listed and demonstrate clearly how you meet each one. Unless you do this, we will be unable to proceed with your application. 5. Each requirement must be answered in the specific section provided as the panel will not extract information from other sections to see if you meet the criteria. 6. Please note where there are a large number of applicants candidates may also be shortlisted using the Desirable Criteria from the person specification and applicants should show in the application form how they meet this. 7. You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required. 8. It is not sufficient to simply list your duties and responsibilities. 9. The selection panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained. 10. If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.   **Returning the Form**   1. The Application Form **must** be signed and dated at the bottom of page 4. 2. The Application Form **must** be returned addressed to **‘The** **Human Resources Officer’**. 3. We will not accept return of the Application Form by fax, E-mail or other form of electronic transmission. 4. Your completed Application Form **must** arrive by the stated closing date. 5. You should ensure that you use the **correct postage** as insufficient postage could delay delivery. 6. Late applications will not be accepted. 7. Information in support of your application will not be accepted after the closing date for receipt of applications.   **General**   1. Canvassing will disqualify. 2. A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, dismissal.   **If the Application Form is not completed and returned in accordance**  **with these Guidance Notes, it will be disqualified.** |

### Openness and Accountability

Under the Freedom of Information Act 2000 any information held by us (which will include your application) is potentially accessible by the public.

Information supplied by you will be held in manual files. It will then be transferred to a computer-based system. Reports from the information you supply are likely to be held on both manual and computer-based systems. Apart from personal details, the information you supply will be made available to those assessing your application.

By submitting your application you waive any right to raise any type of proceedings against the Arts Council of Northern Ireland as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act 2000.

**Data Protection**

Data held on our systems is used for the following purposes; statistical reporting, application assessing, and for contacting you. The details of your application will be public information (see Openness and Accountability). Your personal details will be held within our systems and our paper files, and accessed only by our staff and appointed auditors. You have a right under the Data Protection Act 1998 to access the data held on you by Arts Council of Northern Ireland.

We view your signature on your application form as acceptance of the use of your data as outlined above.

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| **PERSONAL DETAILS** |

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| Title (Mr/Mrs/Ms etc) | Surname | | Forename(s) (Please underline name by which you are known) | |
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| Address & Post Code |  | | E-Mail Address | |
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| Mobile No | Home Tel No | | Business Tel No (if it may be used) | |
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| National Insurance No. | Do you require a visa or work permit to work in the UK? | | | |
|  | Yes / No | | | |
| Current/Most Recent Salary | |  | | |
| Date of last salary increase | | Date next increase due | | Bonuses Payable |
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| Substantial benefits | |  | | |
| Length of Notice | |  | | |
| **Interview Arrangements**  Please give details of any special arrangements required at interview. | | | | |
| Previous Applications Have you applied for any other posts with us since 1st January 2021? YES / NO  If Yes, please list posts: | | | | |
| Declaration I hereby certify that all the information given by me in connection with this application is correct to the  best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. | | | | |
| *Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | |

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| **References**  Please give the names and addresses of two people who are able to provide references relating to your work experience and suitability for this post. One referee should be a previous employer and if possible your present or most recent employer.  No member or officer of the Arts Council or person nominated to sit on or attend the selection panel for this post can be accepted as a referee from external applicants. In order to provide an employment reference for internal applicants however one such reference can be accepted provided that the person has not been nominated to serve on or attend the selection panel.  References will only be sought for those successful at interview. | | |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Address & Post Code |  |  |
| Position |  |  |
| Tel. No. |  |  |
| **Email Address** |  |  |

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| **Employment History**  Detail all your employment/self-employment (and periods of unemployment) starting with the most recent. If you cannot give actual dates, please at least indicate relevant month. |

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| **From/To** | **Employer’s Name and Address** | **Job Title** |
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| The requirements for the post (details of which are on the Person Specification) are listed on this and the following pages. You should demonstrate clearly how and to what extent you meet each requirement **in the correct section**. It is the candidate’s responsibility to clearly demonstrate **in the correct section** how they meet the criteria to be shortlisted for interview.  ***Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.*** |
| **Essential** |

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| 1. **Education**   Degree or equivalent qualification. |
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| 1. **Specialism** 2. Proven experience of at least 3 years full time (or equivalent) gained within the past 7 years at a management level\* of arts policy and programme development, implementation, and monitoring. 3. Proven experience of managing projects and budgets within an organisational context across departments.   (c) Proven experience of influencing and advising on policy and strategy.  (d) Proven experience of managing communication strategies and events. |
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| 1. **Specialism – Experience Continued** |
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| 1. **Sector Knowledge**   Breadth and depth of demonstrable knowledge and understanding of the general cultural, social and political context within Northern Ireland and the key challenges facing NI arts organisations. |
| 1. **People Management and Leadership; And Working Relationships** 2. Demonstrate effective leadership in a senior position.   (b) Evidence of success in building and maintaining effective working relationships at a senior level within an organisation and with external organisations. |
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| **4…People Management and Leadership; And Working Relationships**   1. Demonstrate effective leadership of staff in a management position. 2. Evidence of success in building, managing and maintaining effective working relationships with internal and external stakeholders. 3. Evidence of effective reporting to a Board. | |
| **4…People Management and Leadership; And Working Relationships - Experience Continued** | |
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| 1. **Communication Skills**   Demonstrate effective report writing skills, verbal communication skills and presentation skills for internal  and external audiences. |
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| **6...IT Skills**  The ability to make appropriate use of the Arts Council’s IT systems and highly competent in the use of Microsoft Outlook and Office products such as - Word; Excel; Powerpoint; and the internet. |
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| **7…Equality of Opportunity**  Knowledge of equality legislation in Northern Ireland and how it applies to grant giving environment. |
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| **8…Hours of Work**  Must be willing and able to work outside the Arts Council’s normal office hours. |
| **9…Mobility**  The post holder must be willing and able to travel both inside and outside N.I and have access to a form of transport in order to undertake the full range of duties of the post. |

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**DESIRABLE**

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| **10…Public Sector Knowledge**  Demonstrable understanding of Public Sector accountability. |
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| **11…Grant Management**  Knowledge and/or experience of grant management. |
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