

# Belfast Exposed Application Form

**JOB TITLE: Engagement Officer**

**Notes – Please read before completing the application form**

Applicants should submit this form only; supplementary material such as CVs will not be considered.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.

Applications should be completed by typing in Ariel 12 or handwritten in BLOCK LETTERS using BLACK INK.

- Please return the completed form to [info@belfastexposed.org](mailto:info@belfastexposed.org)

Completed applications must be returned by **12.00 noon on Wednesday 1st July 2021**

**Shortlisting will take place Friday 23rd July**

Candidates will be notified on Saturday 24th July 2021, (if selected for Interview)

**Interviews will take place at Belfast Exposed, 23 Donegall Street, Belfast BT1 2FF Wednesday 28th July 2021**

## PART A:

### 1. Personal details (Block letters)

<b>Surname:</b>	<b>Forenames:(Please underline name by which you are known):</b>	<b>Title:(Mr/Mrs/Ms/Dr):</b>
<b>Address for Correspondence:</b>	<b>Telephone Numbers (Please provide a number at which you can be contacted in relation to your application):</b>	

**PART B:**

**2. Education and qualifications**

Further and higher education

<b>Institution</b>	<b>Qualifications: subjects, grades/classifications</b>

Other professional courses/qualifications attained:

<b>Course</b>	<b>Qualifications</b>

**3. Employment History**

This section should contain an outline of your career relevant to the post, starting with your current/most recent employment. Please continue on a separate sheet if required.

Empty box for writing employment history.

#### 4. Information for Shortlisting Purposes

In this section, we would like you to provide information that will aid the shortlisting process. In each of the following sections please state how you meet the particular experience, understanding, knowledge and qualities sought, giving at least one example from your work experience, specifying dates as appropriate and illustrating your specific role and responsibilities.

**Please ensure this section of the form is completed fully and thoroughly to aid selection decision making and that you have referred to the information provided in the Information to Applicants, Person Specification and Job Description when providing your answers.**

**Please outline your arts/humanities degree, equal qualifications or lived experience.  
(Max 100 words)**

**Tell us your experience of working with community groups and young people. (Max 200 words)**

**Please Outline your Experience/working knowledge of photography/video. (Max 200 words)**

**Please tell us your track record of organizing - planning and prioritizing workloads effectively and the ability to meet deadlines under pressure. (Max 200 words)**

**Please outline your track record in a report on projects (Max 200 words).**

**Please outline your experience and skills of administration & co-ordination working within the community and youth projects (200 words)**

**Please outline your track record demonstrating good verbal skills in the context of working with Youth and Community Groups (Max 200 words)**

**Please tell us your IT skills, administrative and reporting skills. (Max 200 words)**



**Please tell us when you have been involved in developing programmes that are issue-based and socially engaged. (Max 200 words)**

**Desirable Criteria 2: Experience or demonstrable interest in fundraising (Max 200 words)**

**PART C:**

This information will be treated in the strictest confidence and will not form part of your application.

**5. Referees**

Please give the names and addresses of two referees, (should not be a family member).

Name	
Address	
Tel. No.	
Email:	

Name	
Address	
Tel. No.	
Email:	

**6. Additional Information**

Are you eligible to work in the UK?	
Length of Notice Required:	When could you be available?

## 7. Additional Information

WHERE DID YOU HEAR ABOUT THIS VACANCY?

## 8. Declaration

The statements given by me on this application are to the best of my knowledge and are believed to be true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature:

Date:

Belfast Exposed welcomes applications from all sections of the community.  
Belfast Exposed acknowledges the support from BBC Children In Need