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| St. Mary’s Parish Church  Application Form  **JOB TITLE:** Church Coordinator  **CLOSING DATE:** Monday 5 February 2024, 12 noon  **INTERVIEWS:** The following week | A colorful rectangular shapes on a black background  Description automatically generated |

**NOTES:**

**- CVs will not be accepted.**

- Only applications containing all the information which has been sought will be considered.  
- Application forms should be returned to the Rector, Ven. Jim Cheshire – [jim@stmarysballybeen.com](mailto:jim@stmarysballybeen.com) (email only)

Please complete in black ink.

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| **APPLICANT INFORMATION** | | | | | | | | | |
| **Surname**: |  | | | | **First Name:** | |  | | |
| **Middle Name(s):** | | |  | | | **Title :** | |  | |
| **Correspondence Address:** | | | |  | | | | | |
|  | | | | | | | | **Post Code:** |  |
| **Contact Number:** | | |  | | | **Mobile Number:** | |  | |
| **Email Address:** | |  | | | | | | | |

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity, and one of whom be a church leader who can comment on your spiritual maturity.

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| **EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST** | | | | | | | | | | | |
| **Employer Name:** | |  | | | | | | **Period of Notice:** | |  | |
| **Employer Address:** | | |  | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Start Date:** |  | | | | | **Job Title:** |  | | | | |
| **Job Dept. / Location:** | | | | |  | | | | | | |
| **Reason for Leaving:** | | | |  | | | | | | | |

**Principle Duties of Present or Most Recent Post:**

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Please list all your previous posts beginning with the most recent including periods out of employment.

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| **EMPLOYMENT HISTORY – PREVIOUS POSTS** | | | | | |
| **Name & Address of Employer** | **Job Title** | **Start Date** | **End Date** | **Reason for Leaving** | **Duties** |
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| **ESSENTIAL CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| **Experience** |  |
| 1. At least three years experience working in a position (paid or voluntary) which required a high level of administrative skills. |  |
| **Skills** |  |
| 1. Proven ability to promote and support effective team working. |  |
| 1. Proven ability to use own initiative and be a self-starter. |  |
| 1. Proven ability to multitask and prioritise a varying workload. |  |
| 1. Excellent interpersonal and communication skills, both written and verbal. |  |
| 1. Competency in working with information communication technology including internet, email, social media and Microsoft Office. |  |
| 1. A commitment to ongoing professional development. |  |
| **Personal** |  |
| 1. Be a committed Christian who is fully supportive of the Christian Ethos, Vision and Values of St. Mary’s, agree to our Basis of Faith and be passionate about promoting our mission.   **NOTE:** \*Consistent with Equality Legislation, the criteria stated in point 7 of Personal Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views. |  |
| 1. Integrity and proven ability to maintain discretion and confidentiality. |  |
| 1. Given the nature of this post in relation to regulated activities as outlined in the Job Description, are you willing to comply with an enhanced AccessNI check in the event that an offer of employment is made to you? | ☐ Yes ☐ No |

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| **DESIRABLE CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| 1. Desire to be an active member of the church with regular attendance at public worship, prayer and other meetings, enabling the postholder to be an active point of contact for our members. |  |
| 1. Experience in the use of church presentation software (e.g. ProPresenter) and customer relationship management software (e.g. ChurchSuite). |  |
| 1. Experience in the process of applying for grant funding, writing reports, monitoring projects, and supporting staff in fulfilling their roles. |  |
| 1. Experience working for a charity and knowledge of charity compliance. |  |
| 1. Current First Aid Qualification   Current Fire Awareness Qualification | ☐ Yes ☐ No  ☐ Yes ☐ No |

**DISABILITY**

Do you require a reasonable adjustment for reasons related to ☐ Yes ☐ No

a disability to allow you to attend for interview?

If yes, please give details so we can consider what reasonable adjustments need to be made:

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**CRIMINAL RECORD DECLARATION**

The provisions of the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2022 provide that convictions that are spent under the terms of the Rehabilitation of Offenders Order (NI) 1978 must be disclosed if the individual will be working with children or vulnerable groups. It is therefore necessary for you to list any convictions whether considered spent or not, and to indicate the nature of the offence/conviction.

*Please note – Given that the role will, at times, require work in relation to regulated activities, an enhanced AccessNI will be carried out for the successful applicant, to verify the following. In line with the Church of Ireland’s policy on the recruitment of ex-offenders, having a criminal conviction will not necessarily be a bar to taking up this position. The information you give here will be handled securely and in line with our GDPR and Safeguarding Policies. For more information please visit: https://safeguarding.ireland.anglican.org/child-safeguarding-ni*

Have you ever been convicted of any criminal offenses? ☐ Yes ☐ No

If YES, please indicate the nature of the offense(s)/conviction(s):

**PERSONAL DECLARATION**

1. I declare that all the foregoing statements are true, complete and accurate.

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

3. I understand that to take up this job I must have satisfactory references.

4. I understand that I may be asked to show some formal identification and evidence of qualifications/experience if required.

5. I confirm that as far as I know there are no reasons that would make me unsuitable to work with vulnerable groups in a church setting in carrying out the duties of this job.

6. I agree to you making any necessary enquiries during the recruitment and selection process.

Your Signature: Date: