To be considered for the post of Operations and Administration Officer with Mental Health Reform candidates must submit a completed application form and cover letter to [info@mentalhealthreform.ie](mailto:info@mentalhealthreform.ie) **by 11.59pm Sunday 25th August.** Late applications will not be reviewed.

The shortlisting of candidates will be based on the information in the application form and cover letter. CVs will not be considered.

The first round interviews are expected to take place in person the week commencing 2nd September 2024.

Mental Health Reform operates a hybrid system of remote working and in office working from our office in Coleraine House. All staff are required to attend the office a minimum of 8 days per month, however increased attendance may be required in some instances due to operational demands and role requirements.

**PLEASE COMPLETE ALL SECTION OF THE APPLICATION FORM**

**PERSONAL DETAILS**

**NAME:** \_\_\_\_

**ADDRESS:** \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION AND TRAINING HISTORY**

A relevant third level degree or equivalent third level qualification:

**PRESENT EMPLOYMENT (if unemployed most recent)**

**Name and address of employer**

**Post held:**

**Duties of post:**

**Employment start date:**

**Period of notice required:**

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any relevant previous positions you have held, with a brief description of duties and dates.

|  |
| --- |
| **Employer:**  **Post held:**  **Duties of post:**  **Period of employment:**  **Reason for leaving:** |
| **Employer:**  **Post held:**  **Duties of post:**  **Period of employment:**  **Reason for leaving:** |
| **Employer:**  **Post held:**  **Duties of post:**  **Period of employment:**  **Reason for leaving:** |

**OTHER INFORMATION**

If appointed, when can you commence employment?

I already have a legal right to work in Ireland

Yes No

I am resident in Ireland

Yes No

**RELEVANT COMPETENCIES FOR THE POST**

|  |
| --- |
| **The job description describes the qualification, skills and experience that is required and desired for candidate to carry out the responsibilities for this post successfully.**  **Please address all the required elements that of the job description in the questions set out below, drawing on your experience in paid employment or voluntary work.** |

**PROFESSIONAL KNOWLEDGE EXPERIENCE AND SKILLS.**

**NOTE: PLEASE LIMIT EACH ANSWER TO NO MORE THAN 250 WORDS**

|  |
| --- |
| Highly developed interpersonal skills are key for this role. Can you give examples of your ability to communicate effectively with a wide range of stakeholders, including members of the public? |
| Outline your experience working in an operational environment, assisting and supporting in the delivery of project objectives, the preparation of KPI reports, maintaining files, providing administrative support to the CEO and the implementation of internal policies, processes and procedures. |
| Outline your experience with adhering to budgets including the processing and preparing of invoices for payment. |

**PLEASE INDICATE YOUR LEVEL OF COMPETENCY IN THE FOLLOWING AREAS**

**4 = Expert 3 = Very Proficient 2 = Proficient 1 = Basic 0 = No expertise**

|  |  |
| --- | --- |
| **Area** | **COMPETENCY LEVEL** |
| Microsoft Word |  |
| Microsoft Excel |  |
| Microsoft Powerpoint |  |
| Microsoft Office 365 *(email, note, teams, one drive etc)* |  |
| Videoconferencing ( Zoom, Google meet) |  |
| Salesforce *or similar* |  |
| Asana *or similar* |  |

**PLEASE DESCRIBE IN LESS THAN 200 WORDS WHY YOU ARE A GOOD FIT FOR THIS POSITION**

|  |
| --- |
|  |

**Declaration:**

I declare the information set out in this application is true and complete to the best of my knowledge

**Application signature:**

**Date:**