**Innovation Programme Coordinator**

To be considered for the post of Innovation Programme Coordinator with Mental Health Reform candidates must submit a completed application form to [info@mentalhealthreform.ie](mailto:info@mentalhealthreform.ie) **by 11.59pm Sunday 2nd February.** 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 10th February.

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 SECTIONS OF THE APPLICATION FORM**

**PERSONAL DETAILS**

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

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

\_\_\_\_\_

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

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

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

**EDUCATION AND TRAINING HISTORY**

Please provide details of 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.

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

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| **The job description describes the qualification, skills and experience that is required and desired for the candidate to carry out the responsibilities for this post successfully.**  **Please address all the required elements 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**

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| Outline your experience with managing and coordinating team members order to achieve a particular outcome. |
| Outline your experience monitoring and evaluating programme outcomes. |
| Outline your experience in preparing funding submission at national or international level. |
| Describe your experience managing programmes or projects, including any specific examples of success. |
| Outline your experience building and maintaining relationships with key stakeholder, for example community groups, donors, government departments. |
| Experience in conducting research and analysis to inform decision making |

**PLEASE DESCRIBE IN LESS THAN 300 WORDS WHY YOU ARE A GOOD FIT FOR THIS POSITION**

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**Declaration:**

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

**Application signature:**

**Date:**