**Policy & Research Manager**

To be considered for the post of Policy & Research Manager with Mental Health Reform candidates must submit a completed application form to info@mentalhealthreform.ie **by 11.59pm Sunday 26th January.** 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 between 4th – 6th 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.

|  |
| --- |
| **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 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**

|  |
| --- |
| Outline your experience in developing and influencing policy at a national or international level. |
|  Outline your experience in managing and developing teams/individuals to achieve strategic objectives |
| Outline your experience in using interpersonal skills to build and maintain relationships with key stakeholder.Outline your experience of leading and coordinating projects  |
| Outline your experiences of engaging with peer organisation and those with lived experience to develop relevant and high quality policy submissions. |
| Outline your experience communicating a complex policy or research matters to a non-technical audience. |
| Outline your experience in developing and writing funding submissions at national and EU level.  |

**PLEASE DESCRIBE IN LESS THAN 300 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:**