**Programmes & Research Officer**

To be considered for the post of Programmes & Research Officer with Mental Health Reform candidates must submit a completed application form to info@mentalhealthreform.ie **by 11.59pm Sunday 9th 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 17th 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:** \_\_\_\_

 \_\_\_\_\_

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**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:** |
| **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 developing policy submission or briefings in support of policy objectives |
| Detail your experience with building relationships with stakeholder groups, peer organisations and/or individuals with lived experience |
| Experience in conducting research and analysis to inform policy solutions |
| Describe your experience managing programmes or projects in order to achieve strategic goals. |
| Outline your experience with planning and designing workshops, consultative forums and events |
| Outline experience with communicating research outcomes to a broad audience in a variety of formats |

**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:**