**Policy and Advocacy Coordinator**

To be considered for the post of **Policy and Advocacy Coordinator** with Mental Health Reform candidates must submit a completed application form and cover letter to info@mentalhealthreform.ie **by 11.59 pm Wednesday 12th March.** 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 **24th March 2025.**

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**

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| **PERSONAL DETAILS** |
| **NAME:** |  |
| **ADDRESS:** |  |
| **PHONE:** |  |
| **EMAIL:** |  |

**EDUCATION AND TRAINING HISTORY (most recent first)**

|  |  |  |
| --- | --- | --- |
| **Qualifications/Award** | **Institution** | **Graduation Year** |
|  |  |  |
|  |  |  |
|  |  |  |

**CURRENT EMPLOYMENT (if applicable)**

|  |  |
| --- | --- |
| **Current Employer Name and Address** |  |
| **Position** |  |
| **Duties of Post** |  |
| **Employment Start Date** |  |
| **Period of Notice Required** |  |

**PREVIOUS WORK EXPERIENCE (most recent first)**

Please list, starting with the latest, any relevant previous positions you have held, with a brief description of duties and dates. Please copy and paste the below blank template as many times as required.

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Position** |  |
| **Duties of Post** |  |
| **Period of Employment** |  |
| **Reason for Leaving**  |  |

**OTHER INFORMATION**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Do you already have a legal right to work in Ireland? **Yes/No** |  |
| Are you resident in Ireland? **Yes/No**  |  |
| If appointed, when can you commence employment? |  |
| What are your salary expectations for the role? |  |

**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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| **Describe your experience with the following:** |
| **Project management** |  |
| **Developing policy submissions/briefings in support of policy objectives and/or advocacy campaigns** |  |
| **Building relationships with stakeholder groups, peer organisations and/or individuals with lived experience** |  |
| **Politically advocating on social justice and/or human rights issues** |  |
| **Public speaking and/or representing an organisation in****cross-departmental consultative forums** |  |

**Declaration:**

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

**Application signature:**

**Date:**