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| Personal Details | |
| Name: |  |
| Current Job Title |  |
| Home Address |  |
| Mobile Number: |  |
| Email Address: |  |

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| Educational/Other Qualifications | | | |
| **Qualifications** | **From/To:** | **College/Institute** | **Award** |
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| **Summary of Work Experience** | | | | |
| **Dates** | **Organisation** | **Job Title** | **Principle Duties** | **Reason for Leaving** |
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| Key Areas of Responsibility | |
| Grants Administration | Please describe your experience supporting the ***administration of*** ***small grants or funding schemes***, including tasks such as processing applications, maintaining records, and liaising with applicants or stakeholders. (75 words max.) |
| Programme and Training Coordination | Please describe your experience in assisting with the ***organisation and delivery of training sessions, workshops, or similar events***, including booking logistics, preparing materials, or managing attendance records. (75 words max.) |
| Survey and Data Support | Please describe your experience in ***supporting data-related tasks*** such as conducting surveys, compiling consultation data, or contributing to reports. (75 words max.) |
| Programme Monitoring and Reporting | Please describe your experience in ***maintaining administrative records and contributing to the preparation, formatting, or collation of reports*** in line with organisational or funder requirements. (75 words max.) |
| General Administrative Support | Please describe your experience ***providing day-to-day administrative assistance*** in a busy office or project setting, including file management, document formatting, or team coordination tasks. (75 words max.) |

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| *Relevant Skills and Experience*  *In the spaces provided below, briefly describe your skills and experiences in relation to the following critical competencies for the role:* | |
| IT and Administrative Skills |  |
| Organisational and Time Management Skills |  |
| Communication and Interpersonal Skills |  |
| Adaptability and Initiative |  |
| Confidentiality and Professionalism |  |
| Teamwork and Collaboration |  |

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| *Please outline below any further experience required for the role (as outlined in the job description and person specification):* |
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| Additional information: | |
| *Please state your reason for applying for this position?* |  |
| *If Appointed, when could you commence employment?* |  |
| *Have you a full & clean driving licence?* | ***Yes***  ***No*** |

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| References:  Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job, preferably two previous employers including your most recent employer. | | | |
| **Name** |  | **Name** |  |
| *Job Title/Organisation* |  | *Job Title/Organisation* |  |
| *Phone Number* |  | *Phone Number* |  |
| *Email Address* |  | *Email Address* |  |
| ***Do we have permission to contact this person?*** | *Yes*  *No* | ***Do we have permission to contact this person?*** | *Yes*  *No* |

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| Please submit to:  Caroline O’Connor Hearne  Operational Team Lead  Email: [caroline@southdublinchildcare.ie](mailto:caroline@southdublinchildcare.ie)  By 5pm on the 1st July 2025. |