

# Communication and Membership Officer Application Form

You must submit a fully completed application form alongside your CV (maximum 2 pages) by email to angela.glancy@ahead.ie with the subject line ‘Communication and Membership Officer’ by **10am, Wednesday 3rd September 2025**. Please note no cover letter is required.

AHEAD welcomes applicants from people from diverse backgrounds and under-represented groups and will provide reasonable accommodations where necessary.

# Personal Details

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| **First Name** |  |
| **Surname** |  |
| **Mobile** |  |
| **Email** |  |

## Reasonable Accommodations

If you have a disability and require any reasonable accommodations for the virtual interview process, please state your needs below:

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# Declaration

By submitting this completed form for the role of Communication and Membership Officer with AHEAD, you are confirming that all information provided in this application is true and correct. Please note that the use of online systems, software or artificial intelligence during the selection process, assessments, interviews or to prepare your application form responses is strictly not permitted. Any of the information provided in this application found to be false, misleading or inaccurate in any material way, AHEAD reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.

**Typed Signature**:

**Date of Application**:

# Education, Training and Qualifications

Please complete details of all relevant qualifications to the role below.

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| **Year** | **Company/College/Institute**  | **Qualification/Training Course** |
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Please list any additional relevant courses you have undertaken in the past three years to maintain or enhance your skills.

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# Employment Details

Please list your 3 most recent and/or relevant work experience, paid or voluntary, in the sections below.

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| **Dates (From – To)**  |  |
| **Employer/Organisation** |  |
| **Position Held** |  |
| **Brief Description of Duties (max 200 words)** |  |

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| **Dates (From – To)**  |  |
| **Employer/Organisation** |  |
| **Position Held** |  |
| **Brief Description of Duties (max 200 words)** |  |

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| **Dates (From – To)**  |  |
| **Employer/Organisation** |  |
| **Position Held** |  |
| **Brief Description of Duties (max 200 words)** |  |

# Relevant Experience & Competencies

The job description shows qualifications, experience and skills required or desirable to be able to carry out the responsibilities of this role. Please therefore address all these elements as listed in table below, drawing upon your experience, paid or voluntary that is relevant to the role.

Each section should be between 200 to 300 words.

## Communications Skills

Discuss your experience in supporting the development and delivery of a communications strategy including messaging design, approaches to social media, managing direct email contact, press and public relations.

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## Social Media

Discuss experience in Managing social media, ensuring activities are published in a professional, accessible and creative manner.

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## Developing, Managing and Building Membership and/or Maintaining Relationships with a Range of Stakeholders

Discuss your experience in developing and building a membership model, and/or other experience in building and maintaining relationships with stakeholder organisations.

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## Technical Skills

Discuss your experience in ability to create and develop content for webpages and social media content design.

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## IT Skills

Discuss your experience of using ICT for design including Excel, PowerPoint in designing presentations and Word formatting and programmes withing Adobe Creative Suite, Canva etc. and Mailchimp.

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## Motivation for the Role and Relevant Knowledge

Please highlight why you are interested in the role of Communications and Membership Officer and give an overview of your knowledge and understanding concerning disability and the higher education sector.

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