**MYMY APPLICATION FORM**

*This post is funded by the Department of Communities for Northern Ireland under the Covid Recovery Programme Employment & Skills Initiative in association with the Rank Foundation.*

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| **MYMY Reference Number:** | **Title of Post:**  **Development Worker** | **Location of Post:**  **Newcastle and Castlewellan, Co Down** |

**PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname:** | | | **Title:** |
| **First Name:** | | | **Date of Birth:** |
| **Address:**  **Post Code:** | | | **Mobile Telephone No:**    **E-mail Address:** |
| **QUALIFICATIONS:** | | | | |
| **Subject** | **Grade Achieved** | **Year** | | |
| **FURTHER EDUCATION (Third Level)** | | | | |
| **Subject** | **Institution** | **Year Qualified/or expected to Qualify** | | |

**Please tick which p/t post do you wish to apply for?**

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| --- | --- | --- |
| **Post 1** | **Community Development and Engagement** |  |
| **Post 2** | **Communications and Marketing** |  |

**Please tick how many hours per week you would be able to work?**

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| --- | --- |
| **15 hours over 2 days** |  |
| **20 hours over 3 days** |  |

**Please demonstrate who your paid and voluntary experience and qualifications are by completing the following sections of this form. Please expand the boxes if you need more space.**

**Essential Criteria 1** Relevant Third level / Level 5 qualification in Post 1: Community / Health development or Post 2: Communications / Marketing or another related subject.

**Essential Criteria 2** Post 1: Experience of working in or volunteering with local communities Post 2: Experience in digital communications including animation, graphics, filming and video editing

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**Essential Criteria 3** Post 1: An understanding of mental health issues in NI and in rural communities

Post 2: Experience of creating content for social media channels including Facebook, Instagram and Tik ToK

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**Essential Criteria 4** Excellent written and verbal communication skills, including presentation skills

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**Essential Criteria 5** Excellent IT skills and data management

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**Essential Criteria 6** Ability to work in team setting but with the ability to work autonomously

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**Essential Criteria 7** This role will involve travel across the local community. Please demonstrate how you can meet this criteria through provision of a full, clean driving licence and access to a car insured for business purposes, or another mode of transport to allow them to fulfil the travel requirements of the role.

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**Referees:**

Please provide the name, organisation and position and email address of two referees who have professional knowledge of your experience relevant to this application.

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| **Referee 1:** | **Referee 2:** |
| **Name:**  **Mobile Number:**  **Email address:** | **Name:**  **Mobile Number:**  **Email Address:** |
| **How do they know you?** | **How do they know you?** |

**PERSONAL DECLARATION**

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| I would like to be considered for the post of Development Officer. The information I have supplied is correct. I understand that applicants who meet the essential criteria as detailed above will be interviewed for this post and that it is a fixed term contract until 30th September 2025.  Signature:­­­­­­­­­­­­­­­­­­­­­­ Date: |

Completed application forms should be returned by the closing date **Monday 16th October at**

**4pm to** [**hello@mymy.org.uk**](mailto:hello@mymy.org.uk)**.** Applications received after 4pm will not be accepted.

MYMY is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process.

Application information is held for six months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.