Date Received:\_\_\_\_\_\_\_\_\_\_\_\_

****Rural Action

 Administration Building

 Loughry College

 Cookstown

 BT80 9AA

**CONFIDENTIAL APPLICATION**

|  |  |
| --- | --- |
| ***Position*: Programme Administrator** | ***Programme*: MCS** |

**Application Guidance:** All parts of this application form MUST be completed and the declaration at B9 signed by the applicant before the application can be considered. Only Part B will be made available to the short-listing panel. Completed applications must be e-mailed no later **than 12 noon on Wednesday 22nd October 2025.** Incomplete,late, or altered applications, or CVs or other supplementary material will not be considered.

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**Part A**

A.1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First Names:  | Surname: |
| Address: |
|  | Postcode: |
| Telephone Number: Home: | Mobile: |
| Email Address: |
| Do you hold a current driving licence ? **Yes / No** | If Yes, indicate type: |
| Do you have access to a car ? **Yes / No** |  |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK ? **Yes / No** If Yes, please provide details: |

**Rural Action is an Equal Opportunities employer and all applications for employment are considered strictly on the basis of merit.**

**Part B**

B.2. EDUCATION & QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** of Institution e.g. Secondary School, Further Education College, University. *Do not identify the establishment.* | Qualification | Subject, including modules where relevant  | Results |
|  |  |  |  |
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B.3. PERSONAL DEVELOPMENT

Include any formal or accredited training, memberships, voluntary activities or responsibilities you consider relevant to the post applied for

|  |  |  |
| --- | --- | --- |
| Activity | Purpose   | Outcome  |
|  |  |  |
|  |  |  |

B.4. PROFESSIONAL QUALIFICATIONS / MEMBERSHIPS

|  |  |  |
| --- | --- | --- |
| Professional Body | Qualification / Grade of Membership / Method of attainment | Date of attainment |
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|  |  |  |

B.5. REFERENCES

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| --- |
| Please note that two references are required, including a current / most recent employer’s reference. Any offer of employment will be conditional upon receipt of two references satisfactory to Rural Action.  |
| Referee Name: | Referee Name: |
| Occupation: | Occupation: |
| Business Address: | Business Address: |
| Tel. No. | Email: | Tel. No. | Email: |
|  Relationship to you (e.g. employer, line manager, tutor) | Relationship to you: (e.g. employer, line manager, tutor) |
| *I give / do not give\* permission for this referee to be contacted if an offer of employment is made. \*(delete clearly as appropriate)* | *I give / do not give\* permission for this referee to be contacted if an offer of employment is made \*(delete clearly as appropriate)* |

B.6. CAREER HISTORY

Please detail below your career history.

**Current or Most Recent Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer (Name & Full Address & nature of business / activity) | Purpose of role, main responsibilities, reporting to  | Tenure in post | Current Salary | Reason for leaving (if not currently employed) |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other benefits in remuneration package: |  | Notice period |  |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer (Name & Full Address & nature of business / activity) | Purpose of role, main responsibilities, reporting to | Time in post | Starting & Finishing Salary | Reason for leaving |
|  |  |  |  |  |

**Previous Employment Continued…**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer (Name & Full Address& nature of business / activity) | Purpose of role, main responsibilities, reporting to | Time in post | Starting & Finishing Salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Continue on a separate sheet if necessary

B.7. EXPERIENCE, SKILLS & ABILITIES

Referring to the Job Description and Employee Specification, please give a clear and comprehensive account of the ways in which your experience and application of skills and knowledge to date meets the requirements identified, by giving examples for each. This information will be used for short listing and to assess your suitability for the post, and you should ensure that all relevant information is included. Rural Action may decide to interview only those applicants that appear from the information supplied in this application, to be most suitable in terms of relevant experience, skills and ability. Relevant experience gained outside the workplace may also be included. Please note that if all sections are not completed, we will be unable to proceed with your application.

**Experience:**

|  |
| --- |
| **ESSENTIAL: -**At least 2 years’ experience in the last 5 years of operating in a similar role as Administrator, to include: |
| **Essential Criteria 1:****Supporting Programme Delivery*** Assisting with the administration and tracking of calls
* Experience working collaboratively with multiple staff members and/or external partners, including managing shared diaries, coordinating meetings, and balancing competing priorities.
* Assisting with the preparation of materials to help groups avail of programme support
* Assisting with project-based enquiries, fielding calls and supporting groups availing of programme activities
 |
| **Please share specific details/examples:**  |
| **Essential Criteria 2:****Compliance & Documentation*** Ensuring accurate record-keeping for audit and reporting purposes
* Supporting procurement processes in line with programme guidelines
 |
| **Please share specific details/examples:** |
| **Essential Criteria 3:****Communication & Engagement*** Assisting with communications to a diverse audience, including social media updates, and event materials
* Assisting with activities such as scheduling meetings, cluster events and organisation of same
 |
| **Please share specific details/examples:** |
| **Essential Criteria 4:****Monitoring & Evaluation Support*** Gathering feedback and data from participants, users and individuals to assist with evaluation (e.g. use of SurveyMonkey, google forms etc)
* Assisting in the preparation of progress reports and impact summaries for various stakeholders
 |
| **Please share specific details/examples:**  |
| **Essential Criteria 5:****Team Collaboration & Coordination*** Working closely within a team to ensure smooth delivery of programmes
* Contributing to team planning, risk identification, and continuous improvement efforts
 |
| **Please share specific details/examples:** |
| **Essential Criteria 6:*** Excellent communication and presentation skills, with the ability to convey complex information clearly and concisely.
* Proficient in the use of Microsoft Office packages.
* Proficient in using digital tools to support communication and project delivery, including a familiarisation with platforms such as **Canva**, **SharePoint**, and other collaborative or design software.
* Comfortable navigating and updating **customised management systems**, databases, or CRM platforms to support programme administration.
* Ability to prioritise tasks and meet deadlines.
* Ability to work collaboratively within and across projects.
 |
| **Please share specific details/examples:** |

|  |
| --- |
| **SKILLS & ATTRIBUTES** |
| * Ability to plan work, meet targets and work to deadlines
* High level of inter-personal skills
* Ability to think creatively and flexibly
* Highly motivated team member
* Able to work to own initiative
* Be proactive
* Good written and oral communication skills
* ICT literate
 |
| **Please share specific details/examples:**  |

|  |
| --- |
| **DESIRABLE** |
| **Desirable Criteria 1:*** Understanding of rural community/development.
* Experience of working in an office environment with various teams supporting community-based projects.
* Experience in working with projects that focus on reconciliation, promoting good relations, and cross-border peacebuilding.
 |
| **Please share specific details/examples:** |
| **Desirable Criteria 2:*** Familiarity with a range of other project, data and people management software – e.g. JEMS, Miro, Trello etc.
* Able to adapt quickly to new technologies and digital workflows, with a proactive approach to learning and problem-solving.
 |
| **Please share specific details/examples:** |

B.8. DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be retained and used to process your application for employment. The personal information supplied in Part B will also be used in a confidential manner to monitor recruitment processes. If your application is successful and you take up employment, the information will be used in the administration of your employment. By signing the application form, you are indicating your agreement to the processing of sensitive personal data (as described above) in accordance with registration with the Data Protection Commissioner. Rural Action will safeguard against any possible misuse of personal information by strictly controlling access and use.

B.9. APPLICANT DECLARATION

By submitting this application you are confirming that the information supplied is true and accurate.

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

**I declare that to the best of my knowledge and belief all the foregoing statements are accurate, true and complete.**

**A typed signature will be considered legally binding.**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Canvassing of any Employee or Board Member of Rural Action will lead to automatic disqualification from this recruitment competition.

Please ensure that you fully complete and email your application to:

samantha@ruralaction.co

**Closing date for receipt of completed applications is 12 Noon on Wednesday 22nd October 2025.**

**A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).**



# C.1. EQUAL OPPORTUNITIES MONITORING FORM

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| Rural Action is an Equal Opportunities employer. We practice equality of opportunity in employment and select applicants in accordance with the merit principle. Access to information supplied on this form will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear, and will be used to monitor the effectiveness of recruitment practices. The information will not be available for any purpose other than equal opportunities monitoring. |

Please tick the appropriate box

|  |
| --- |
| **GENDER** |
| Male |  | Female |  |

|  |
| --- |
| COMMUNITY BACKGROUNDThe Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of the Company’s equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.  |
| I have a Protestant community background |  |
| I have a Roman Catholic community background |  |
| I have neither a Protestant nor a Roman Catholic background |  |

|  |
| --- |
| DISABILITYUnder the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. |
| Do you consider yourself to have a disability as defined above?  | YES/NO |
| If yes, please state the nature and effects of your disability  |