



GAISCE
THE PRESIDENT'S
AWARD

GAISCE - THE PRESIDENT'S AWARD / APPLICATION FORM

Position: Marketing Manager
Reporting to: CEO
Contract: Fixed-term position for 3 years
Salary: €58K-€62K DOE (PRD/'pension levy' is applicable)
Location: Dublin (some travel may be necessary)

Please complete application in type or using black pen for photocopying purposes. Please fill in all sections.

SECTION I: PERSONAL DETAILS

First name: _____ Surname: _____

Address for correspondence: _____

Email address: _____

Telephone Number: _____

Are there any restrictions to your working in Ireland? _____

Do you have a full, clean driving licence? _____ Do you have access to a car? _____

If successful, when could you take up the post? _____

SECTION II: EMPLOYMENT / PROFESSIONAL EXPERIENCE

Please give details of all work experience relevant to the role being applied for, beginning with your present or most recent employer:

Dates employed (months / year)	Employer's name and address	Job title, whom you were reporting to & description of duties/responsibilities	Salary	Reason for leaving

(add more lines to the above table if required)

Please give details of any volunteering experience relevant to the role being applied for, beginning with your present or most recent volunteer role:

Dates (month and year)	Organisation name and address	Role title & description of duties/responsibilities	Reason for leaving

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(add more lines to the above table if required)

SECTION III: EDUCATION, TRAINING AND MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please provide details of your second level and post-second level education and educational achievements, indicating if you did not pass or complete a course:

Name of establishment / awarding body <i>(Please start with most recent)</i>	Dates attended (to/from) <i>(State full or part time)</i>	Qualification / accreditation achieved

(add more lines to the above table if required)

Please give details of any relevant external or internal courses, training or professional development that you have undertaken (including dates and length of course, accreditation etc.):

Name of body <i>(Please start with most recent)</i>	Dates (to/from)	Detail

(add more lines to the above table if required)

If you are a member of any professional body or associations please provide details here:

Name of professional body or association	Date membership granted	Status of membership

(add more lines to the above table if required)

SECTION IV: OVERALL PROFILE AND SUITABILITY FOR THE POST

Following an internal restructure within Gaisce, a new position of Marketing Manager has been created which combines the twin functions of communications and business development. The description for the Marketing Manager role with Gaisce - The President's Award outlines the knowledge, skills, experience and attributes required to successfully carry out the responsibilities of the post.

In no more than 1,000 words, please outline how your skills and experience meet the criteria in relation to the **communications/marketing** element of the role description:

(max. 1,000 words)

In no more than 1,000 words, please outline how your skills and experience meet the criteria in relation to the **business development/fundraising** element of the role description:

(max. 1,000 words)

Please outline the qualities you would bring to the post:

(max. 300 words)

Please outline why you are applying for the role of Marketing Manager with Gaisce - The President's Award:

(max. 300 words)

Candidates called to interview may be asked to provide documentary evidence to support the information provided in this application form

SECTION V: REFERENCES

Please give the name, address, telephone number and occupation of two referees, who would be in a position to assess your skills, knowledge and aptitude for this post. At least one should be your current or most previous employer. Referees must not be related to you.

Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:

(Please note: we will not contact referees without your prior permission)

Please provide details of any special arrangements in relation to either communications or access that you may require if invited to interview:

DECLARATION

I declare that the information provided in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

Please send your completed and signed application form, by email (digital signature) with the subject line 'Marketing Manager Role' to recruitment@gaisce.ie or by post (marked 'Private & Confidential') to: Gaisce - The President's Award, Ratra House, North Road, Phoenix Park, Dublin Do8 YD62. Closing dates for applications is 5pm, Monday 21st August 2017, with a view to interviews being held week commencing 4th September 2017.