## APPLICATION FORM FOR EMPLOYMENT

**Please note that CVs will not be accepted as application for this position.**

### JOB TITLE: Operations Manager

Please complete the information on the following sheets. Please note that CVs should not be included, as they will not be considered. Candidates are asked to ensure that they address all the essential aspects of the Person Specification in this application. LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

***SECTION 1 PERSONAL DETAILS***

|  |  |  |
| --- | --- | --- |
| **Title** | **Mr/Mrs/Ms/Dr Other:** | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Postal Address** | **Line 1** | |
| **Line 2** | |
| **Town Postcode** | |
| **Contact Details** | **Daytime Tel** | **Evening Tel** |
| **Mobile** | **Email** |
| **National Insurance No** |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/ adjustments in relation to either communications or access requirements if invited to interview |  | |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK | **YES/NO** | |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* |  | |

How did you hear about this vacancy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SECTION 2 EDUCATION AND QUALIFICATIONS (INCLUDING PROFESSIONAL QUALIFICATIONS)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Qualifications**  **e.g. GCSE, NVQ, A Level, Degree** | **Subjects** | **Date achieved.** | **Result/Grade** |
|  |  |  |  |

**Relevant membership of professional bodies** (and courses attended)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date To/From** | | **Details** | **Grade of Membership** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***SECTION 3 Employment History***

***Employment/relevant volunteer work since finishing full time education.***

***Please start with the most recent and work back.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name and Address of employer:*** |  | ***Date Appointed:*** |  |
| ***Job Title:*** |  | ***Date left if applicable*** |  |
| ***Notice Period*** |  | ***Salary and Reason for leaving*** |  |

***Main duties and responsibilities***

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name and Address of employer:*** |  | ***Date Appointed:*** |  |
| ***Job Title:*** |  | ***Date left if applicable*** |  |
| ***Notice Period*** |  | ***Salary and Reason for leaving*** |  |

***Main duties and responsibilities***

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name and Address of employer:*** |  | ***Date Appointed:*** |  |
| ***Job Title:*** |  | ***Date left if applicable*** |  |
| ***Notice Period*** |  | ***Salary and Reason for leaving*** |  |

***Main duties and responsibilities***

|  |
| --- |
|  |

***Continue on a separate sheet if necessary.***

***SECTION 4 Demonstrating how you meet the criteria for the post.***

**Please answer the following questions, giving details and dates, where relevant, of how you meet the specifications. They have been devised to assist in the short-listing process and relate directly to the criteria outlined in the candidate specification.**

**Failure to provide sufficient information/detail in response to the direct questions will in effect mean that your application may not be short-listed due to lack of information.**

**4.1 Four years’ experience of event management with the ability to organise events of assorted sizes from start to end.**

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| --- |
| ***4.2* A strong knowledge of the events sector and what is required to ensure the financial sustainability of events.** |

|  |
| --- |
| **4.3 3 years’ experience of staff management.** |

|  |
| --- |
| **4.4 2 years’ marketing experience, including digital marketing.** |

|  |
| --- |
| **4.5 Knowledge of Health and Safety legislation in relation to Events.** |

|  |
| --- |
| **4.6 Ability to manage, motivate and lead a team of staff demonstrating skills such as time management, and relationship building.** |

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| **4.7 Ability to manage under pressure and work to tight deadlines.** |

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| --- |
| **Desirable Criteria**  **4.8 Third level qualification in a relevant discipline – Events Management, Marketing, Business Management, Project Management.** |

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| **Desirable Criteria**  **4.9 Professional marketing or digital qualification.** |

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| **Desirable Criteria**  **4.10 Experience of managing volunteers.** |

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| --- |
| **Desirable Criteria**  **4.11 Experience in sports management and/or delivery of sporting events.** |

**Section 5 *ADDITIONAL INFORMATION***

***Please describe any additional knowledge, skills and experience you possess that you believe are relevant to the success of this role. You may find it helpful to refer to the Job description and person specification to determine what experience, skills, and knowledge we are looking for. If you believe you have the necessary qualities, please ensure that all the relevant information is included.***

|  |
| --- |
| **(Maximum 200 words)** |

* **Ability to work evenings/weekends? YES/NO**
* **Are you willing to work away from normal base? YES/NO**
* **If you are successful in gaining this position, when can you take up the post?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***SECTION 7 REFEREES***

**Please give below the names and addresses of two referees we may contact prior to confirming your appointment. If applicable main reference is to be your present employer.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** | **Line 1** |
| **Line 2** |
| **Town Postcode** |
| **Relationship** |  |
| **Daytime Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** | **Line 1** |
| **Line 2** |
| **Town Postcode** |
| **Relationship** |  |
| **Daytime Telephone** |  |
| **Email** |  |

***Section 8 Declaration and Signature***

*The statement givens by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of employment being withdrawn.*

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

Completed application forms should be returned by email to**:** [**claire.oneill@belfastcitymarathon.org**](mailto:claire.oneill@belfastcitymarathon.org)

Completed forms to be received by **12 noon 24 January 2025.**

Interviews will be held on **Friday 31st January 2025.**