A red and yellow emblem with a green hat and cross

Description automatically generated

Diocese of elphin

coordinator of youth and young adult ministry

application form

please complete in full

Location Elphin Diocesan Office, St Mary’s, Temple Street, Sligo

Salary Scale A competitive remuneration package, commensurate with experience, will apply to this appointment

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide information about how you meet these criteria with examples where appropriate under the following headings*

**Essential Criteria**

**Qualifications**

|  |
| --- |
| A relevant third level qualification |
| Other relevant professional qualification(s) |

**Experience**

|  |
| --- |
| Evidence of significant relevant experience in working with young people |
| Experience of event planning and coordination |
| Experience of managing staff and/or volunteers |

**Personal Attributes**

|  |
| --- |
| Self-motivation, with strong organisational skills (give examples) |
| Synodal approach to work (give examples) |
| Communications skills – both written and verbal (give examples) |
| Proficient in the use of Information Technology and Social Media |

**Physical Requirement**

|  |
| --- |
| Health – physical capacity to carry out the requirements of the role as described. Comment as appropriate. |

**Special Requirements**

|  |
| --- |
| Understanding of issues of faith and belief in contemporary Ireland |
| Understanding of the hopes and concerns of young people |
| Examples of flexibility from previous employment experience |

**Job Title Coordinator of Youth and Young Adult Ministry**

**PLEASE DO NOT SUBMIT A CV**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Eircode / Postcode** |  |
| **E-mail** |  |
| **Mobile** |  |
| **Current Salary** |  |
| **Where did you hear about this post?** |  |

**Employment Record**

Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment.

| **Dates** | | **Employer’s Name, Location**  **and Type of Business** | **Duties, Status and**  **Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |

**Educational Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Examinations taken and results obtained** |
|  |  |  |  |
| **University/**  **College** | **From** | **To** | **Courses taken and results obtained** |
|  |  |  |  |
| **Further Education and Formal Training** | **From** | **To** | **Courses taken and results obtained** |
|  |  |  |  |

|  |
| --- |
| **Any additional professional or training qualifications gained** |
|  |

|  |
| --- |
| **Interests and Hobbies** |
|  |

**Additional Information**

| **Please indicate any other information not already provided, which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description. If necessary, attach additional sheets.** |
| --- |
|  |

**References**

Please provide the names and contact details for two referees. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

|  |  |  |
| --- | --- | --- |
| Name and Position of Referee | Capacity in which known to Referee | Address, email  and phone Number |
|  |  |  |
|  |  |  |

If offered this position, do you consent to being vetted by the National Vetting Bureau in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016?

**Yes ❑ No ❑**

Do you have a driving licence? **Yes ❑ No ❑**

Are you an Irish citizen or national of any EU country? **Yes ❑ No** **❑**

Do you need a work permit to work in Ireland? **Yes ❑ No ❑**

**Declaration**

To the best of my knowledge and belief, the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant to the application. I understand that if I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.  
  
  
  
  
Signature of Applicant: …………………………………………………………… Date: ………………………………………………

Please ensure that you have **completed all parts of this application form** and return to Bishop Kevin Doran, Elphin Diocesan Office, St Mary’s, Temple Street, Sligo F91 KTX2 or [hr@elphindiocese.i](mailto:hr@elphindiocese.ie)e **by 5.00 pm on Monday 16th October 2023**