**Application form for the post of**

*Chief Executive Officer*

Note. Please type your responses – hand written application forms will **not** be accepted. Please note that applicants will be short-listed for interview on the basis of information supplied on their applications. **Please do not send a cover letter or CV**.

1. **Personal Details**

Name:

Address:

Telephone: Email:

**Please note that if you are selected for interview we may contact you via e-mail**.

Do you require any special facilities/arrangements to apply for this position or if selected, at interview?

*(If yes, please contact us or specify*) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please demonstrate that you have a relevant 3rd level qualification in business/project/ HR/ financial management or in community/ local development management. Reference relevant course content that makes you suitable for the role of CEO.**
2. **Demonstrate that you have more than 5 years work experience in the local and community development sector and at least 3 years’ proven experience in the management of annual/ multi-annual programmes and budgets. Any relevant lessons you have learned?**
3. **Demonstrate your experience, practice and style of staff management. Give practical examples to illustrate your points.**
4. **Demonstrate your experience working with a voluntary Board and outline policies and practices you have put in place to ensure good governance is maintained.**
5. **Demonstrate your experience of policy development and advocacy work**

**6. Please give examples to illustrate your knowledge and ability with annual and strategic planning and implementation.**

1. **Demonstrate your understanding of community development and its role in the work of local development work. Give examples of your commitment to equality, inclusion and diversity**

**8. Describe your knowledge of relevant local & state agencies /organisations operating in the city and demonstrate your ability to interact, negotiate and collaborate with key personnel of such structures.**

**9. Describe the level of computer literacy you consider your work with us will entail and your level of computer literacy. Describe your experience of file management oversight.**

**Please return your completed application (marked private and confidential) by post to:**

**Tommy Flaherty, Chairperson, Galway City Partnership, 3 The Plaza Offices, Headford Road, Galway.**

 **Closing date - Friday 8th July at 4.00 pm**

**IMPORTANT NOTES**

* **The first part of our interview process requires you to give a 10 minute Powerpoint presentation on a topic to be notified to you if shortlisted.**
* Candidates attend for interview at their own expense.
* Shortlisting will apply.
* Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
* For e-mail applications it is the time received not the time sent that is recognised.
* The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.

*I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare that there is no known reason or event that would render me unsuitable for the post.*

**Signature of Applicant: Date:**