

# WAM Project Officer Application Form

You must submit a fully completed application form alongside your CV (maximum 2 pages) by email to [angela.glancy@ahead.ie](mailto:angela.glancy@ahead.ie) with the subject line ‘WAM Project Officer’ by **3pm, Wednesday 5th February 2025**. Please note no cover letter is required.

AHEAD welcomes applicants from people from diverse backgrounds and under-represented groups and will provide reasonable accommodations where necessary.

# Personal Details

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| --- | --- |
| **First Name** |  |
| **Surname** |  |
| **Mobile** |  |
| **Email** |  |

## Reasonable Accommodations

If you have a disability and require any reasonable accommodations for the interview process, please state your needs below:

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# Declaration

By submitting this completed form for the role of WAM Project Officer with AHEAD, you are confirming that all information provided in this application is true and correct. Any of the information provided in this application be found to be false, misleading or inaccurate in any material way, AHEAD reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.

**Typed Signature**:

**Date of Application**:

# Education, Training and Qualifications

Please complete details of all relevant qualifications to the role below.

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| **Year** | **Company/College/Institute** | **Qualification/Training Course** |
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Please list any additional relevant courses you have undertaken in the past three years to maintain or enhance your skills

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# Employment Details

This job requires a minimum of 2 years’ experience, therefore please list your 3 most recent and/or relevant work experience, paid or voluntary, in the sections below.

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| **Dates (From – To)** |  |
| **Employer/Organisation** |  |
| **Position Held** |  |
| **Brief Description of Duties (max 200 words)** |  |

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| --- | --- |
| **Dates (From – To)** |  |
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| **Brief Description of Duties (max 200 words)** |  |

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| --- | --- |
| **Dates (From – To)** |  |
| **Employer/Organisation** |  |
| **Position Held** |  |
| **Brief Description of Duties (max 200 words)** |  |

# Relevant Experience & Competencies

The job description shows qualifications, experience and skills required or desirable to be able to carry out the responsibilities of this role. Please therefore address all these elements as listed in table below, drawing upon your experience, paid or voluntary that is relevant to the role.

Each section should be between 200 to 300 words.

## Organisational Skills

Discuss your experience in managing or coordinating a major project, including delivery of workplans and activities. Provide minimum 1 example.

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## Communication Skill – Delivering Training and Report Writing

Discuss your communication skills and experience of delivering training and report writing to an audience. Provide minimum 1 example.

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## Stakeholder and Relationship Management

Highlight your experience of engaging with, and developing relationships with stakeholders. Provide minimum 1 example.

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## IT Skills

Discuss your experience of using programmes such Excel in managing databases and content management systems such as Mailchimp, Eventbrite and Zoom.

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## Motivation for the Role

Please highlight why you are interested in the role of WAM Project Officer and an overview of your knowledge and understanding concerning disability and accessing the workplace.

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