

**APPLICATION FORM FOR POSITION OF CHIEF OPERATING OFFICER**

**Information note:** Please read the job description before submitting this application. The application form must be typed and should be accompanied by your CV. All completed applications should be emailed, as one document, to Aoife Kelly-Desmond @ [akdesmond@communitylawandmediation.ie](mailto:akdesmond@communitylawandmediation.ie) The closing date for receipt of applications is **5 pm Wednesday 16 April 2025**.

**I have read the** [**fair processing notice**](http://communitylawandmediation.ie/wp-content/uploads/2020/08/FAIR-PROCESSING-NOTICE-for-Job-Applicants.pdf) **on CLM’s website and wish to proceed with my application**

1. **PERSONAL DETAILS**

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| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

1. **RELEVANT THIRD LEVEL AND PROFESSIONAL QUALIFICATIONS**

**Please set out your qualifications below**

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| **Year Awarded Qualification** | |
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1. **EXPERIENCE**

**Please provide further information in relation to the following (max 200 words for each)**

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| **Outline your experience in overseeing the day-to-day operations of an organisation.** |
| **Please provide an example of a strategic initiative you led to assist an organisation in obtaining its goals.** |
| **Please provide an example of a change management or restructuring process you led.** |
| **Detail your process for managing and evaluating risk and its potential impacts on an organisation.** |
| **Outline your experience managing an organisational budget.** |
| **Detail your knowledge and understanding of the charity sector.** |

1. **PERSONAL STATEMENT**

**Please provide a personal statement indicating your motivation for the application (max 500 words)**

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**General Information**

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| **The right to work in the European Union / Ireland Yes: No:** |