

## GRADUATE INTERSHIP PROGRAMME APPLICATION PACK

Thank you for your interest in the Graduate Internship Programme, in this document you will find information on the Programme, guidance notes on how to complete the application pack as well as the application pack and monitoring form. If you have any questions regarding the application please contact Cailin Hardy at East Belfast Partnership on [cailin@eastbelfast.com](mailto:cailin@eastbelfast.com)

Although managing the programme the interns will not all be based at East Belfast Partnership but with an organisation operating within the 'not for profit' sector based within Belfast. More information on the placement organisation is included in the job description & personnel specification documents enclosed.

### Temporary Employment under the Graduate Internship Programme

- ✚ Individuals are only eligible for **one period of** employment funded by the Graduate Internship Programme lasting up to a maximum of 26 weeks.
- ✚ The interns are projected to commence mid February 2010.

### Eligibility

- ✚ To be eligible for Graduate Internship Programme applicants must have graduated from the 2008/09 cohort. All graduate applicants for internships must have a full degree award

**Completing the Application Form – Guidance Notes**

Please read these notes carefully before completing your Application Form. The East Belfast Partnership are coordinating the Graduate Internship Programme

1. Please complete the application form in either type or handwritten in black ink in capital letters. **Please note incomplete applications will not be considered.**
2. Please note that CVs will not be accepted.
3. It is essential to demonstrate how you meet the essential and desirable criteria as outlined in the Personnel Specification. Please ensure you give adequate examples to demonstrate your suitability for the position you are applying for.
4. Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must be an academic reference.)
5. Completed Application forms should be returned in the first instance by email to [cailin@eastbelfast.com](mailto:cailin@eastbelfast.com) or by post, marked clearly for the attention of;

**CAILIN HARDY**  
**East Belfast Partnership**  
**Avalon House**  
**278-280 Newtownards Road**  
**Belfast**  
**BT4 1HE**

6. If applying via post please ensure your postage costs are met in full as applications which are not received by closing date due to insufficient postage paid will NOT be considered.



## Director's Office Assistant – Ref GIP/02

**JOB TITLE:** Director's Office Assistant  
**BASED AT:** Belfast Carnival Centre  
**REPORTS TO:** David Boyd, Beat Director

**The Beat Initiative**  
Belfast Carnival Centre  
11 – 47 Boyd Street  
Belfast BT13 2GU

Beat is Northern Ireland's carnival arts training, education and production company. The main annual event is the Belfast City Carnival in June, with 1,000 participants from communities across Belfast. Website: [belfastcarnival.com](http://belfastcarnival.com)

### JOB DESCRIPTION

**1. JOB TITLE:** Director's Office Assistant

**APPROPRIATE LINE MANAGER:** David Boyd, Director

**2. JOB PURPOSE:** To provide operational support to the Director of the Beat Initiative: particularly office organisation and assistance with administrative and project follow-up.

**3. MAIN DUTIES:** Specific duties will include the need to:

1. Provide administrative support to the Director
2. Carry out duties requested by the Director to ensure the efficient operation of the Director's office and development projects
3. Manage the Director's office information system: primarily the files and documents library
4. Prepare and maintain information documents and reports on development operations and projects, as requested by the Director
5. Assist Beat's marketing and communications, primarily through the production and gathering of material for newsletters and website

This job description will be kept under review and may be amended from time to time, after consultation with the post holder, to reflect changing organisational needs.

## PERSON SPECIFICATION

### i) Experience

Essential	Desirable
Folio of work undertaken as part of qualification	Experience of office and project organisation

### ii) Attainments

Essential	Desirable
3 <sup>rd</sup> level qualification	Qualification in business studies / administration / marketing

### iii) Skills & Attributes

Essential	Desirable
Good organisational skills	Experience of the voluntary or social economy sector
Ability to work to tight deadlines and prioritise work	Knowledge of the arts sector
Enthusiatic & motivated person	Experience of team working
Excellent communication - written and oral	Experience of administrative functions
Good IT skills with working knowledge of MS Office / word processing	Ability to assimilate and disseminate key information
Good initiative and problem solving ability	Experience if organising meetings / note taking / report writing
	Design flair

The successful candidate will be an optimistic person, and must be able to demonstrate:

- The ability to work on his/her own initiative – a dynamic and resourceful “self starter”
- excellent interpersonal skills;
- the ability to establish effective working relationships;
- the ability to work closely and co-operatively with the Director;
- the ability to maintain good office practices and procedures.

### iv) General

- A clear understanding of how a community organisation or comparable organisation operates at senior level.

**For internal use only**

Application Ref:	DR:	SL:	CB:	DSO:

## **GRADUATE INTERNSHIP PROGRAMME – APPLICATION FORM**

Please ensure the completed application form is returned either by email [cailin@eastbelfast.com](mailto:cailin@eastbelfast.com) or by post marked clearly for the attention of;

CAILIN HARDY  
East Belfast Partnership  
Avalon House  
278-280 Newtownards Road  
Belfast  
BT4 1HE

Incomplete applications and those received after the closing date will not be considered.

*Please complete in either black ink (CAPITALS) or type*

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### POSITION APPLIED FOR

Job Title	Reference
GRADUATE INTERNSHIP PROGRAMME - Director's Assistant	The Beat GIP/02

### APPLICANT DETAILS

Surname	Forename(s)	Title	
Address			
Home Telephone Number	Mobile Telephone Number	Email Address	
Do you hold the necessary permit to work within the European Union? (Please circle)                      Yes                      No                      Not Required			
<i>N.B. Proof of right to work <b>MUST</b> be provided prior to job offer, failure to comply will result in rejection of application</i>			

Do you hold a current valid driving licence and have access to a form of transport? *(please tick)*

Driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### EDUCATION, QUALIFICATIONS & TRAINING

Please use the following section to detail your qualifications to date including any pending awards. Please complete in detail as modules studied within qualifications may enhance your eligibility. **Please note that offer of internship will be pending proof of degree qualification.**

**FURTHER / HIGHER EDUCATION**

<b>Establishment</b>	<b>Completion Date</b> <i>(month / year)</i>	<b>Degree Achieved</b> <i>(classification, faculty etc)</i>

**SECONDARY EDUCATION**

<b>School</b> <i>(i.e. Secondary, Grammar etc)</i>	<b>Examinations / Qualifications</b> <i>(state subjects and grades obtained)</i>

**DETAILS OF ANY TRAINING**

<b>Course Title &amp; Details</b>	<b>Date Completed</b>

**EMPLOYMENT HISTORY**

Please use this section to provide information on your employment history to date, this should include any part time, casual, voluntary or placement employment. Please note information here which could assist in your application.

<b>Company / Organisation</b>	<b>Dates Employed (From / To)</b>	<b>Position and responsibilities</b>	<b>Full Time / Part Time / Placement etc</b>

*Please continue on a separate sheet if necessary*

## ESSENTIAL CRITERIA

Please review the application information prior to completing this section and ensure you clearly demonstrate how you meet the essential criteria as detailed in application information pack. This can include experience / skills gained through not only education and employment but any voluntary, extra curricular activities or personal interests.

*Please continue on a separate sheet if necessary and attach*

## DESIRABLE CRITERIA

Please review the application information prior to completing this section and ensure you clearly demonstrate how you meet the desirable criteria as detailed in application information pack. This can include experience / skills gained through not only education and employment but any voluntary, extra curricular activities or personal interests.

*Please continue on a separate sheet if necessary and attach*

## REFERENCES

Please supply the names, addresses and contact details of 2 referees, one of which **MUST** be from the faculty at which you studied. The second can be a work, personal or character referee. References will be taken up without further notice, please ensure you have advised your nominated persons prior to submission of this application.

### Referee 1

### Referee 2

Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:

## DECLARATION

I declare that all the foregoing statements are true to the best of my knowledge and belief and I understand that failure to fully complete this form will result in it not being considered.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**N.B.** For electronic applications please type name in signed section. For electronic applications an authorising signature will be required at interview.

**MONITORING INFORMATION**

**Application Reference Number:** \_\_\_\_\_

**Applicant Reference Number:** \_\_\_\_\_  
*(Internal use only)*

Information provided on this sheet will NOT be available to those involved in the recruitment and selection process.

Please complete the details below and return this sheet with your Application Form. Do not put your name on this sheet. This information which you provide will be treated in the strictest confidence. It will not be used for any purpose other than to enable the Company to comply with the legislation. It will NOT be used to determine an applicant's suitability for employment.

**Background**

In relation to fair employment we require information from which the perceived religious community background of job applicants can be determined. The information we require is NOT a statement of specific religious belief but rather an indication of community background.

**Please state your religious community background**

- My background is in the Protestant community
- My background is In the Roman Catholic community
- My background is in neither the Protestant community nor the Roman Catholic community

**Date of Birth**

Please state your Date of Birth \_\_\_\_\_

**Race Relations**

Please state your national / ethnic origin (*circle*)

- White
- African
- Indian
- Chinese
- Irish Traveller
- Bangladeshi
- Caribbean
- Pakistani
- Mixed ethnic origin
- Other (please specify) \_\_\_\_\_

**Country of origin (circle)**

- Northern Ireland
- England
- Scotland
- Wales
- Republic of Ireland
- Elsewhere (please state) \_\_\_\_\_

**DISABILITY**

A "disability" is defined in legislation as "a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities".

- I do not have a disability
- I have a disability (If you have a disability please describe nature of disability below)

My disability is \_\_\_\_\_

**SEX**

- Male
- Female