

**Irish Peatland Conservation Council**

**Lullymore, Rathangan, Co. Kildare R51 V293**

**Conservation and Education Officer Application Form 2024**

Application Procedure

1. Please read the description of the job and person specification provided carefully.
2. Complete the application form including every section (write “Not Applicable” where necessary) and return it to the Irish Peatland Conservation Council, with a cover letter (single sheet of A4), before 5pm on 5*th July 2024*. NB: You must sign your application form if sending by post, or, for email applications, be willing to sign a copy of it at interview, if selected.
3. Please do not alter the size of the boxes on the form, use separate sheets if there is insufficient space to complete your answer and ensure to refer to the relevant question number on the additional sheets.
4. Please note carefully the requirements of the post. Where you have experience, which is particularly relevant to the position applied for, it is essential that you make reference to this in your application.
5. You may include further details of employment, volunteering, relevant expertise, etc. as separate sheets. However these should be as brief and as comprehensive as possible.
6. If you are called for interview you will be expected to bring along a professional portfolio as a proof to the answers you provide on this application form. This might include original certificates for educational/professional qualifications, copies of publications authored, leaflets/fliers prepared etc.
7. You may be required to undertake a Garda security check should you be short-listed for working with the IPCC at the Bog of Allen Nature Centre.
8. You may be required to undertake a medical check up with a doctor appointed by the IPCC should you be short-listed for the post.
9. Please let us know if you do not wish us to retain your details on a database to be used for future employment opportunities with the Irish Peatland Conservation Council.
10. Completed applications should be emailed or posted to:

Nuala Madigan, CEO,

bogs@ipcc.ie

or

Irish Peatland Conservation Council, Bog of Allen Nature Centre,

Lullymore, Rathangan, Co. Kildare, R51 V293, Ireland.

The Conservation and Education Officers will be based at the IPCC headquarters at the Bog of Allen Nature Centre, Lullymore, Rathangan, Co. Kildare R51 V293 but will be required to work on site at community venues or schools and at our reserves in Kildare, Clare, Meath, Kerry and Waterford. Full time to include annual leave entitlement**.** Annual salary €29,000 per year. A two year contract is being offered.

**Learn more about the work of Irish Peatland Conservation Council by visiting www.ipcc.ie**

IPCC Job Application Form



Please type or write clearly in block letters. Send completed application with cover letter to

Nuala Madigan, CEO, Irish Peatland Conservation Council,

Lullymore, Rathangan, Co. Kildare R51 V293, Ireland or bogs@ipcc.ie

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| --- | --- |
| Post for which you are applying | Conservation and Education Officer |

1. Personal Details

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| --- | --- | --- | --- |
| Name |  | Title |  |
|  |
| Address |  |
|  |
|  |
| Telephone |  | Mobile Number  |  |
|  |
|  |
| Email |  |
| PPS No. |  |
|  |
| Nationality |  |  Date of Birth |  |

NB: Non-EU nationals, please ensure that you have the appropriate work visa.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a full clean driving licence? | Yes |  | No |  |

A full clean category B driving licence is essential to this position. Please note you will be required to bring your driving licence with you if you are called to interview.

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| --- | --- | --- | --- | --- |
| Do you suffer from any illness or disability which could restrict your duties? | Yes |  | No |  |

If yes, please give details below:

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1. Language Proficiency

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fluent in English? | Yes |  | No |  |

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| --- | --- | --- | --- | --- |
| Conversational fluency in the Irish language? | Yes |  | No |  |

Please list any other languages you speak and indicate your level of proficiency

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3. Second/Third Level Qualifications (Please start with the most recent).

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| --- | --- | --- | --- | --- |
| Type of Qualification | Institution | Result | Date | Principal subjects, Project titles |
|  |  |  |  |  |

4. Training Courses

Give details of any specialised training or any relevant short courses attended.

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5. Computer Literacy

Give details of the computer packages with which you have worked. Please see job description for requirements. Note: IPCC works in a Macintosh Environment

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| --- | --- | --- | --- |
| Word Processing |  | Photographic Editing |  |
| Spreadsheets |  | Slide Shows |  |
| Web |  | Desk Top Publishing |  |
| Email |  | Social Media |  |
| Databasing |  | Other |  |

6. Most Recent Employment Details

Organisation Name and Address

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| Position Held |  |
|  |
| Dates From |  | To |  |
|  |  |
| Final or most recent salary |  |
|  |  |
| Period of Notice |  |

Please outline main duties (Continue on a separate sheet if necessary).

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Please outline your reasons for leaving/wanting to leave (Continue on a separate sheet if necessary).

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7. Past Employment Details

Please include periods of voluntary work, guiding, teaching, fieldwork, etc and give reasons for any gaps other than those for education and training. (You may supply more details of relevant experience in the next section).

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| --- | --- | --- | --- |
| Dates | Employer’s name and address | Position held & main duties  | Reasons for leaving |
| From | To |
|  |  |  |  |  |

8. Practical Conservation Experience (Please use bullet points. Continue on a separate sheet if necessary).

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9. Please give details of any awareness or education work you have delivered (Please use bullet points. Continue on a separate sheet if necessary).

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10. Experience in campaigning and policy work (Please use bullet points. Continue on a separate sheet if necessary).

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11. Please give details of any fundraising work you have undertaken

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12. Other expertise and experience (Continue on a separate sheet if necessary).

Please outline here your relevant experience & expertise for this position, such as web work, first aid, plant and animal identification skills, knowledge of peatlands and ecology, research, public speaking, publishing, use of GPS, digital photography/film, reception duties, etc. Details of the requirements for the post are listed in the job description.

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13. Please give an example of where you solved a problem using your own initiative?

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14. Publications (Please give details of any theses/reports you have authored, articles you have written or published papers).

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15. Additional relevant information

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16. Career (where do you see yourself in three years time)

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17. Referees

Please list two referees. Preferably, one should be the person to whom you are/were responsible in your current or most recent relevant employment.

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| --- | --- | --- | --- |
| Name |  | Position |  |
|  |
| Address |  |
|  |  |
| Phone & e-mail |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
|  |
| Address |  |
|  |  |
| Phone & e-mail |  |

18. Declaration

I confirm that all information given in this application is correct and true. I agree to undergo any medical or Garda checks should I be short-listed for the post. I accept that any omissions or misrepresentations may result in any future contract being terminated.

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| Signed | Date |

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| In the event that your application is unsuccessful on this occasion, please tick here if you would like to be considered for possible future vacancies. |  |