

**Application form: Learn with NALA Coordinator**

**Notes**

* Complete this job application form and email, with a CV and Cover Letter, to recruitment@nala.ie by **5pm Friday 8 April 2024**
* Use a clear font
* Keep to the maximum word count in each section
* Section 1 (Personal details) and section 2 (References) must be completed
* For section 3 (Relevant qualifications) and section 4 (Relevant work experience) begin at the most recent date. You can add more fields to these sections if you need to
* Section 3 to 12 will be marked
* Applicants with the highest marks will be asked to attend an interview on 23 or 24 April 2024
* If you have any questions email recruitment@nala.ie or call 01 412 7900.

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| Office use only |  |
| Application number  | Date received |

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| 1. **Personal details**
 |
| Name |  |
| Telephone |  |
| Email |  |
| Address |  |

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| 1. **References**
 |
| Provide two work references with a contact email and phone number. We will let you know if we are going to contact your referees. |
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| 1. **Relevant qualifications**
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| Name of qualification, for example Masters, Degree, Diploma, Leaving Certificate | Name of university, college or school | Grade awarded | Year obtained |
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| 1. **Relevant work experience**
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| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum) |

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| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum in this section) |

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| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum in this section) |

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| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum in this section) |

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| 1. **5 years’ experience**
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| **Provide evidence of 5 years relevant experience**  |
| (300 words maximum in this section) |

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| 1. **Experience managing and leading a team**
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| **Provide evidence of your skills in leading, managing and developing a team.**  |
| (200 words maximum in this section) |

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| 1. **Adult literacy skills**
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| **Provide evidence of your skills and experience with tutoring and supporting adults with unmet literacy, numeracy and digital literacy needs.**  |
| (200 words maximum in this section) |

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| 1. **Experience developing and implementing quality assurance policies and procedures**
 |
| **Provide evidence of your skills in leading, managing and developing a team.**  |
| (200 words maximum in this section) |

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| 1. **Delivering technology enhanced learning / blended learning**
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| **Provide evidence of your skills in coordinating and delivering technology enhanced learning through a learning management system such as Brightspace / Canvas / Moodle and / or your skills in delivering blended / distance learning.**  |
| (200 words maximum in this section) |

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| 1. **Organisational and Information Technology (IT) skills**
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| Provide evidence of your skills in organisation and IT skills particularly with Mircrosoft Office, Sharepoint, Salesforce or other Customer Relationship Management (CRM) systems.  |
| (200 words maximum in this section) |

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| 1. **Communication and interpersonal skills**
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| **Provide evidence of your collaboration, communication and interpersonal skills. (For example working with vulnerable groups, within a team, or with clients)** |
| (200 words maximum in this section) |

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| 1. **Any other information**
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| **Provide any other information you think is relevant to your application for this job.** |
| (200 words maximum in this section) |