****

**DEVELOPMENT MANAGER**

**Statement of Suitability**

**Application Deadline**

**10pm on Sunday 10 November 2024**

**Important guidance information for completion of this form:**

1. Drawing upon all of your experience from work, and using the Person Specification as a guide, consider how your Experience, Skills, Knowledge and Qualifications relate to the Criteria for this post.
2. In responding to the Criteria below, it is essential that you describe fully how and to what extent you meet the experience sought by providing clear information and examples. In response to each Criterion which requires experience of a certain length, you must specify the job role, organisation name and relevant dates of the experience gained.
3. It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained. Short listing for this post will be undertaken using only the information you have provided in response to each Criteria detailed in the Person Specification.
4. You are required to demonstrate how you meet each Criteria below within the specified word limit.

**Disability**

If your disability precludes you from completing this form or from any part of the selection process contact us for alternative arrangements and/or reasonable adjustments to be made.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address  Email  Phone: |  |

***Continues below***

**PERSON SPECIFICATION**

|  |
| --- |
| Please use this section to describe how you meet the **Essential Criteria** as detailed in the Person Specification:  Max 600 Words |
|  |

|  |
| --- |
| Please use this section to describe how you meet the **Desirable Criteria** as detailed in the Person Specification:  Max 600 Words |
|  |

|  |
| --- |
| Whatmakes you suitable for this role? Include information on your professional fundraising successes.  Max 500 Words |
|  |

***Continues below***

**REFEREES**

References will only be sought for the successful candidate once BIAF has received permission to do so, at which time BIAF will directly contact the Referees. Any offer of employment is subject to receipt of 2 satisfactory written references, one should be your current/ most recent employer/ client, and one should be someone you have worked with or for, in a professional capacity.

|  |  |
| --- | --- |
| **Referee 1 – Full Name:** |  |
| Email Address: |  |
| Tel. Number: |  |
| Relationship/ Capacity they can provide a reference: |  |

|  |  |
| --- | --- |
| **Referee 2 – Full Name:** |  |
| Email Address: |  |
| Tel. Number: |  |
| Relationship/ Capacity they can provide a reference: |  |

**ADDITIONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK?  The successful candidate will be required to provide documentation to support this claim if offered the post. | **Yes** | **No** |
| Do you require any special arrangements to be made to assist you if called for interview? (if yes, please specify below) | **Yes** | **No** |

**VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all the information I have provided in this application is correct, true and complete. I understand that any false information given may result in a job offer being withdrawn.  PRINT NAME:  SIGNATURE: DATE: |

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Please return this completed **Statement of Suitability**, **Referee** **Details**, your **CV** and the **Monitoring Form** for compiling statistical information, to: [recruitment@belfastinternationalartsfestival.com](mailto:recruitment@belfastinternationalartsfestival.com)