

**Application Form**

**Nova Coordinator**

**CDI is an Equal Opportunities Employer.**

**Guidance:**

In the following section, we ask you to describe some of your professional achievements to date that demonstrate certain skills, knowledge and experience which have been identified as necessary for the position of Nova Coordinator.

For each question you are asked to describe a situation, from your own experience, which you think is the best example of what you have done, which demonstrates or provides evidence of this skill or ability. It is essential that you describe how you demonstrate the skill or quality in question.

The information you provide will form part of the short-listing process, where necessary, and may also be used to help structure your interview, if you are invited to one. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each of your examples, you must structure your answers to include the following:

The nature of the task, problem, or objective

What you did and how you demonstrated the skill or quality

The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two questions.

**Applicants Details:**

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| **Name:**  |
| **Address:**  |
| **Phone/Mobile No:**  |
| **Email:**  |
| **Specialist Knowledge, Expertise and Self-development:****Please outline your experience in implementing, monitoring and supporting the delivery of an evidence-based intervention.** |
| **Leadership and Management:****Please provide evidence of your experience in project management and implementation, including the management of project reporting, budgets and grants.** |
| **Delivery of high-quality results:****Please describe an example of a time where you were responsible for delivering a project or service to agreed targets. How did you ensure that objectives were met, procedures were followed, and high-quality results were achieved?** |
| **Data Analysis & Decision Making:****Please provide an example of a time you collected and analysed data to inform service delivery, and how that informed your practice or a service going forward.**  |

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| **Relationship Building & Interpersonal Skills:****Please provide evidence of your skills in coordinating, or engaging with, interagency structures, with particular reference to schools. Please describe your role, relevant agencies with whom you worked, and any relevant learning related to interagency work.** |

**Please confirm you are eligible to work in Ireland: Yes [ ] No [ ]**

**Please confirm that you have a driving licence and access to a car: Yes [ ] No [ ]**

**Where did you hear about this role?**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Wheel** |  | **X**  |  |
| **My university career page** |  | **The PSI website** |  |
| **Active Link** |  | **A colleague/friend’s recommendation** |  |
| **LinkedIn** |  | **Other (please specify below)** |  |
| **Facebook** |  |
| **Instagram** |  |

**If you selected ‘other’ please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Referees:**

Please provide the names and contact details of **two** referees. They will NOT be contacted without your consent.

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| **Referee 1** |
| **Name**: |  |
| **Title/Role:** |  |
| **Address:** |  |
| **Relationship to Applicant:** |  |
| **Contact Number:** |  |
| **Email Address:** |  |

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| **Referee 2** |
| **Name**: |  |
| **Title/Role:** |  |
| **Address:** |  |
| **Relationship to Applicant:** |  |
| **Contact Number:** |  |
| **Email Address:** |  |

This Application Form should be fully completed and submitted along with your C.V. by e-mail to info@cdi.ie.

The closing date for applications is 12pm on **Tuesday 28th October 2025.**

Informal queries to Clare Bohan, Programme and Quality Manager, clare.bohan@cdi.ie or 083-1180102

Shortlisting will take place on Thursday 30th October, and interviews will be held on **6th November** in CDI offices, Fettercairn, Dublin 24.

**Only open to candidates who are eligible to live and work in Ireland.**