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**Executive Director Application Form**

**Thank you for your interest. Please ensure you have completed all sections of the application form. You may add rows and expand boxes as needed, within the maximum word count.**

**Completed application forms should be emailed to the Chair of the Board of Trustees at chair@brigitsgarden.ie. Applications must be received by Sunday 19th October 2025.**

**PERSONAL DETAILS**

**First Name:** **Surname: Pronouns: (e.g. She/her)**

**Home Address & Eircode:**

**Mobile No:** **Email:**

**Are you an EU Citizen? If not, do you have permission to work in Ireland?

EDUCATION**

**Please specify your educational qualifications, including dates awarded:**

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| **Degree / Diploma / Certificate /etc.** | **Level** | **Month/Year Completed** |
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**Please specify any additional qualifications, professional membership, training relevant to the post:**

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| **Additional qualification, training etc details** | **Date awarded and result** |
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**EMPLOYMENT HISTORY**

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| **Name and address of present employer:****Date appointed: Title:****Main duties of present post:** |

 **Previous Posts, beginning with the most recent position**

| **From** | **To** | **Employer** | **Post held and brief outline of main duties** |
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**COMPETENCIES**

**Please provide practical examples of how your skills, experience and qualities relate to the criteria outlined in the job description.**

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| Leadership and team coordinationDescribe your experience in a leadership role. Please give an example(s) of when you have successfully coordinated a team. How would your colleagues describe your leadership style? Give an example that demonstrates this, and how you have developed good working relationships with others. (Up to 300 words) |
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| 1. **Strategic planning**

Please give example(s) of where you have developed a strategic plan and how you approached it. What innovations did you introduce in your last job? (Up to 300 words**)** |
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| **3. Environment and Celtic heritage**Please give example(s) that demonstrate your understanding of and interest in nature and biodiversity, and in the Celtic and Brigit themes of the Gardens. (Up to 300 words) |
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| **4. Education**Detail your experience in education and training. How has this informed your work? (Up to 250 words) |
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| **5. Operational Management**Describe your experience in day-to-day management. Give example(s) of programmes and events you have developed and organised, and how you ensured quality and good customer service. (Up to 300 words) |
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| **6. Writing Skills and Funding Applications**Describe any reports, publications, presentations etc you created. Detail your experience of fundraising and give example(s) of any funding applications you have written. (Up to 250 words) |
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| **7. Financial Management**Give details of your experience in managing organisational finances and budgets. (Up to 250 words) |
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| **8. Technical and professional skills**Detail your experience in marketing and communications and describe a successful campaign in which you were involved. (Up to 250 words) |
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| **Please indicate your proficiency level in the following:** |
|  | Name of software | No. years’ experience | Limited | Experienced | Advanced |
| Customer Relationship Management (we use Zoho) |  |  |  |  |  |
| Accounts (we use Quickbooks) |  |  |  |  |  |
| Microsoft  | Excel |  |  |  |  |
| Microsoft  | Word |  |  |  |  |
| Social Media |  |  |  |  |  |
| Use of AI  |  |  |  |  |  |
| Other – please specify |  |  |  |  |  |

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| **9. Please indicate your interests and achievements outside of work.** (Up to 250 words) |
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| **10. Please explain why you would like to be Executive Director of Brigit’s Garden and what attracts you to the role.** (Up to 300 words) |
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**NOTICE PERIOD**

How much notice are you required to give your current employer?

**REFEREES**

Please give the names and addresses of two persons not related to you from whom references may be sought. One of these should be your present or last employer. Referees will only be contacted after interview and with your consent.

1. **Name and Job Title of Referee:**

**Email: Mobile:**

1. **Name and Job Title of Referee:**

**Email: Mobile:**

If you have not named your current employer (or if unemployed, your previous employer) please state the reason:

**I declare that to the best of my knowledge the above information is true and accurate.**(A digital signature is acceptable)

**Signed: Date:**

Note: A candidate found to have knowingly given false information or to have wilfully suppressed any material fact may be liable to disqualification or, if appointed, to dismissal.