SEFF Application Form

Operations Manager - Lisnaskea/Fivemiletown or Lisburn

November 2026

This form is accompanied by:
CV ☐ (with full details of qualifications and previous work experience)
Equal Opportunities Monitoring Form ☐ (please email to monitoring@seff.org.uk

SECTION 1 of 11: Personal details	
Surname:	**Forename(s):**
Address:	**Telephone number:**
	Mobile number:
	Email address:

SECTION 2 of 11: Declaration	
To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.	
Signature:	**Date:**
Please tell us where you heard about this vacancy: ☐ **Internet** ☐ **Other (please specify)** ☐ **Newspaper**	

For SEFF use only
Applicant: _____

SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

1. Management Qualifications

Please confirm that you hold a CIPD Level 5 (or above) in People Management/HR and a Degree-level qualification (or above). Using specific examples from your career, demonstrate how you leverage the knowledge and strategic insights gained from these qualifications to meet the core requirements of this expansive role.

2. Experience of Managing Teams

Please provide an example of a time when you successfully led a team, specifically highlighting your experience in line managing senior staff. In your response, outline the management processes, frameworks, or methodologies you applied to support their development and ensure accountability.

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3. Organisational Policy and Governance

Please provide an example of a time when you led or significantly contributed to the development of an organisational policy. In your response, explain how you ensured compliance with relevant laws or regulations, and how the policy strengthened overall organisational governance.

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4. Understanding HR/Employment Law and Practice

Please provide a specific example of a complex employee relations issue or HR initiative you managed that required a strong understanding of employment law and HR governance. In your response, explain how you balanced legal compliance with people management best practices to achieve a fair and risk-free outcome.

5. Operational Leadership

Please provide an example of a time when you assumed operational leadership to improve performance or efficiency within an organisation department. In your response, outline the operational frameworks or metrics you utilised, how you optimised resources, and the measurable outcome achieved.

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6. Resource Maximisation and Budget

Please provide an example of how you have demonstrated operational leadership to maximize impact within a tight budget or resource constraint. In your response, outline how you audited existing processes, optimized your available resources (staff, volunteers, or assets), and what measurable benefits this brought to the delivery of the charity's mission.

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7. Continuous Improvement and Service delivery

How do you approach continuous improvement and process optimisation in a non-profit environment? Please outline a specific operational process or system bottleneck you identified in a previous role, how you led its redesign, and how that improved service delivery for your beneficiaries or stakeholders.

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SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK?	☐ **yes**	☐ **no**
Do you need a visa or work permit to work in the UK?	☐ **yes**	☐ **no**

If Yes please give details including expiry date and any restrictions:

SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? *(Declaration subject to the Rehabilitation of Offenders Act 1974)*	☐ **yes**	☐ **no**

If yes please give details:

SECTION 6 of 11: Current salary

Please state your current or most recent salary:

SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	**Reference 2**
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

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Applicant: _____

SECTION 8 of 11 Protecting Children and Vulnerable Adults .

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes** ☐ **No** ☐

SECTION 9 of 11 Disability Discrimination Act .

This Act protests people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes ☐ **No** ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? **Yes** ☐ **No** ☐

If yes, please give details:

Section 10 of 11 Health .

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

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Section 11 of 11 Driving License/Transport .

Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.

Yes ☐ **No** ☐

Give details if required: ……...
(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

Completed applications to be sent via email: to recruitment@seff.org.uk (please note the application will need to be signed and scanned).

Closing Date for applications is: 1pm on Friday 27th November 2026.

Please email monitoring form separately to monitoring@seff.org.uk