Application Form:

Communications Executive

The purpose of this form is to find out as much as possible about you and your skills and experience to help us to find the best fit for the role.

It is important that you make sure you complete all the sections with **relevant** information as this form is the only thing we will use to create the shortlist for interview.

Please keep referring back to the Job Description and the Skills and Experience section as you complete the form. However, it is how you evidence that you meet the essential and desirable criteria that will be used to shortlist.

Thrive will treat all documents and information received from you as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.

# Equality of Opportunity Statement

We provide employment equality to all, irrespective of any of the following:

* Gender, including gender reassignment;
* Marital or civil partnership status;
* Having or not having dependants;
* Religious belief or political opinion;
* Race (including colour, nationality, ethnic or national origins, being an Irish Traveller);
* Disability;
* Sexual orientation; and
* Age.

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees, others who work for thrive and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Thrive’s principal funder is Arts Council NI and all posts are subject to the continuation of annual funding.

# About You

Surname: Click here to enter text.

Forename(s): Click here to enter text.

Title: Click here to enter text.

Home address: Click here to enter text.

Postcode: Click here to enter text.

Email: Click here to enter text.

Daytime Telephone Number: Click here to enter text.

Mobile Number: Click here to enter text.

Your current or most recent salary: Click here to enter text.

Current notice period (if any): Click here to enter text.

How did you hear about this job? Click here to enter text.

# Reasonable Adjustments

We want to make sure that there is equality of opportunity in all our recruitment. Please tell us below if you have special requirements or would need any reasonable adjustments if coming to interview.

Click here to enter text.

# Declaration

All the information given by me in connection with this application is correct to the best of my knowledge, all the questions relating to me have been accurately and fully answered, and I possess all the qualifications which I claim to hold.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

# References

Please give the names and addresses of two people who are able to provide information on your work experience and/or suitability for this post.

One referee should be a previous employer and preferably your present or most recent employer.

No staff member of thrive or person nominated to sit on or attend the selection panel for this post can be accepted as a referee.

## Reference 1

Capacity known: Click here to enter text.

Name: Click here to enter text.

Position: Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Telephone Number: Click here to enter text.

Email: Click here to enter text.

## Reference 2

Capacity known: Click here to enter text.

Name: Click here to enter text.

Position: Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Telephone Number: Click here to enter text.

Email:

# Employment – what you’ve done so far in the world of work

|  |  |  |  |
| --- | --- | --- | --- |
| **From/To** | **Employer’s Name and Address** | **Job Title and Main Duties** | **Reason for leaving** |
|  |  |  |  |
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# Skills and Experience - why you’re the best person for this job

This is the section that helps us decide if we will ask you to interview.

The **essential** and **desirable** requirements for the post are listed in the **person description** within the **job description**. Essential criteria are just that - essential. If you do not have the experience to fulfil any of these criteria, you are not the right person for the job at this time.

It’s best if you can give examples that show how, and to what extent, you meet each of the criteria. We need to see enough to shortlist you for interview, where we will explore more.

Please Note: You may add additional pages/create additional space in the section below as needed. Remember we may have lots of applications to sift through so try and keep your information as focused as possible. Bullet points are fine.

It may help you to choose examples by referring to the Job Description.

# Essential Criteria

**At least 2 years’ experience in a marketing or communications role in a busy environment. This can have been in the private, public or voluntary sectors:**

Click here to enter text.

**Excellent verbal and written communication skills. Can you write a blog or develop a series of resources and toolkits? Can you identify which social media channels are best for what is needed? Can you distil lots of information into useful summaries?:**

Click here to enter text.

**At least 2 years’ experience of satisfying the needs of customers, clients, funders or stakeholders. You will have worked in an environment which requires delivery of multiple projects, initiatives, and programme to agreed outcomes and standards:**

Click here to enter text.

**Experience of digital marketing and communications including how to identify which digital channels work best for different audiences:**

Click here to enter text.

**Show a logical approach to delivering your work:**

Click here to enter text.

**Experience of direct training delivery or managing training via third parties:**

Click here to enter text.

**Demonstrable awareness of the value of arts, culture and heritage and a proactive interest in how these sectors contribute to wider society:**

Click here to enter text.

# Desirable

**An understanding of the principles of market research and how research can inform marketing and communications activity:**

Click here to enter text.

**Experience of evidencing outcomes and impact:**

Click here to enter text.

**Event Management experience:**

Click here to enter text.

**A relevant professional qualification:**

Click here to enter text.

**Access to a car and driving licence for work purposes:**

Yes:

No:

# Thank you

We appreciate the effort you’ve gone to so far and the interest you’ve shown in us.

**To remind you:**

Closing date for receipt of completed applications is **Friday 25 October 2019**.

All applications must be received by **4pm.**

Themethod of application is **by application form only**. Additional CVs will not be considered.

By post:Your application form should be sent to Client Relationships Director, Thrive, Studio D, Carnegie Library, 121 Donegall Road, Belfast BT12 5JL

By email: To business@wewillthrive.co.uk. An acknowledgement will be sent on receipt.

Failure to complete and return the application form in accordance with the Guidance Notes will result in your application being disqualified.

## Interviews

If you are shortlisted, interviews will be held in Belfast w/c 4 November and you will be contacted with further details. If you are not available on the day of interview we will only re-arrange if we don’t appoint on that day.

We will look forward to meeting you then**.**

If you are not shortlisted we will inform you via email and we wish you every success in the future.