**Job Application Form –**

**Communications Officer**

**Guidance**

* To apply, send this form to info@centreforprogressivechange.org by **no later than 9am, Monday 2nd May 2022**
* Refer back to the role description to help you complete the sections in this application form fully.
* As guidance, please use the STAR model of demonstrating your fit for the role:
  + SITUATION. Describe the situation/environment you were in.
  + TASK. What did you need to accomplish to deal with the situation?
  + ACTION. What did you do?
  + RESULT. What was the outcome?
* This information you provide on this application form will be treated as confidential and in line with the Data Protection Act 2018.

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| **Personal details** | |
| **Full Name** |  |
| **Home address** |  |
| **Email address** |  |
| **Pronoun (e.g. they/them, she/her, he/him)** |  |
| **Mobile telephone number** |  |
| **How did you hear about this position?** |  |

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| **Relevant education and training** | | |  |
| Please give details of your main educational qualifications, on-the-job or professional training. | | |  |
| **Provider (Training provider, School, College, University, etc)** | **Qualifications gained (or pending), or details of training attended** | **Date** |  |
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| **Relevant work history** | | | |  |
| Please give details of any relevant work you have taken up in the past, starting with the most recent. | | | |  |
| **Organisation, company, group or project name** | **Role title and brief description of duties** | **Voluntary or paid work?** | **Date from**  **(mm/yy) and to (mm/yy)** |  |
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| **Person Specification** |
| In the space below, please tell us how you meet four of the essential requirements of the role as outlined in the person specification of the Job Description. As guidance, please use the STAR model of demonstrating your fit for the role. |
| **Criterion 1:**  A proven track record for creating sustained positive national press attention for an issue.    Please provide at least one example in the box below, presenting sufficient depth and detail to demonstrate how you meet the above criterion.  It is expected that your full answer will not exceed 400 words. |
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| **Criterion 2:**  Extensive press contacts across the political spectrum, with an ability to land national press stories in the right-wing press, as well as the left.    Please provide at least one example in the box below, presenting sufficient depth and detail to demonstrate how you meet the above criterion.  It is expected that your full answer will not exceed 400 words. |
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| **Criterion 3:**  Excellent writing skills including for writing press releases, articles, blogs and briefings.    Please provide at least one example in the box below, presenting sufficient depth and detail to demonstrate how you meet the above criterion.  It is expected that your full answer will not exceed 400 words. |
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| **Criterion 4:**  Experience of training and supporting people in speaking to the press.  Please provide at least one example in the box below, presenting sufficient depth and detail to demonstrate how you meet the above criterion.  It is expected that your full answer will not exceed 400 words. |
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| **Other criterion:**  Please detail any other examples in the box below for how you meet the other skills, experience and qualities we are seeking in the Job Description. |
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| **Referees** | |
| Please provide the details of two referees (not related to you) who are able to provide us with a reference based on experience of working with you. One of them must be your most recent manager / point of accountability.    Appointment is subject to references and background checks. We won’t make a final offer until we are satisfied with these, so no candidates should give notice to their current employer until we make a final offer. | |
| **Referee one** | |
| Full name |  |
| Role and organisation / group |  |
| Relationship to you |  |
| Email |  |
| Telephone number |  |
| **Referee two** | |
| Full name |  |
| Role and organisation / group |  |
| Relationship to you |  |
| **Email** |  |
| **Telephone number** |  |

**Declaration**

I confirm that the information provided on this application is true and correct. I understand that providing false information or withholding relevant information can lead to my application being rejected or my role being terminated if appointed has already been made. I understand that the information will be held electronically in line with the Data Protection Act 2018.

Signature:                                                                        Date:

(Type your full name in if you don’t have an electronic signature)