

Information for applicants

Thank you for your interest in the post of Campaign Communications Officer at the Jubilee Debt Campaign.

Applications, each including a completed Application Form and a completed Equal Opportunities Form, must be received by 9am on Tuesday 18 April 2017.

Applications must be submitted by email only, to application@jubileedebt.org.uk

Please do not submit a CV; we will accept only applications submitted on our application form.

We are very sorry that we cannot reply to all unsuccessful candidates, so if you have not heard from us by 5pm on Tuesday 25 April, please assume that we were not able to shortlist you.

Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.

Guidance notes on completing the JDC Application Form

These notes are intended to help you complete the enclosed application form. This form is of vital importance as it provides the only information on which we can base our decision as to whether your skills and experience match the needs of the job and therefore whether to invite you to interview.

General

- Remember to complete all parts of the application form. If you think some parts do not apply to you, write 'not applicable' in the spaces provided for your answer.

References

- Remember to check with your referees that they are happy for us to contact them before you nominate them. We will not contact them without informing you.
- You are asked to supply details of referees that cover the last five years of your employment. One should be your current line manager, or your most recent line manager if you are not currently in employment.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, e.g. as a member of a committee, you could include the chair of the committee among your referees.

Employment History

- Please give details to the nearest month and year of previous jobs held, and account for any gaps in your employment record.
- Some people will have developed relevant skills through unpaid work. These details should be included on the form, particularly where the experience has helped you to develop skills and abilities that we have asked for.

Education or Training

- In this section please include information about any relevant courses that you have attended, as well as your educational history from A-level (or equivalent) onwards.

Supporting Statement

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the published Job Profile.
- The Job Profile is an outline of the main duties of the post together with the Person Specification – i.e. a description of the skills and experience necessary to carry out these tasks.
- In this section of the form it is essential that you relate your experience to the information given in the Job Profile, particularly the person specification. Make sure that you give specific examples. This means telling us what you did in your job rather than what the team did. It also means giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.
- We will assess how you meet every criteria in the Person Specification, so it is important that you try to address each specific skill or experience that is listed.

Criminal Convictions

- The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and if it is relevant to the job. If you are shortlisted, this will be discussed with you at the interview.

Returning the Form

- Return the form with the Equal Opportunities form by the closing date to application@jubileedebt.org.uk. If it arrives late, we will not be able to consider you.