

Jubilee Debt Campaign  
The Grayston Centre  
28 Charles Square

London N1 6HT

# Please return this form to: application@jubileedebt.org.uk

Closing date: **9am, Monday 2 July 2018**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application Form** | | | | | | | | |
| Post applied for | | | | |  | | Where did you hear about this post? | |
| Communication Officer (Temporary) | | | | |  | |  | |
| What is your notice period? | | | | |  | | If successful, when could you start? | |
|  | | | | |  | |  | |
| **Personal details** | | | | |  | |  | |
| Title |  | First name(s) |  | Surname |  | | Address for correspondence | |
|  |  |  |  |  |  | |  | |
| Work telephone number | | | | |  | |
|  | | | | |  | |
| Home telephone number | | | | |  | |
|  | | | | |  | |
| Mobile telephone number | | | | |  | | E-mail address | |
|  | | | | |  | |  | |
| If we need to call you at work we will not identify who we are or why we are calling. – may we contact you at work? Yes/No | | | | | | | | |
| **References**  Please give details of two referees who have known you in a work context. One referee must be your line manager at your current/last employer. We will not contact your referees unless you are conditionally offered the post. | | | | | | | | |
| Name | | | | | |  | | Name |
|  | | | | | |  | |  |
| Position held and relationship to you | | | | | |  | | Position held and relationship to you |
|  | | | | | |  | |  |
| Organisation and address | | | | | |  | | Organisation and address |
|  | | | | | |  | |  |
| Telephone number | | | | | |  | | Telephone number |
|  | | | | | |  | |  |
| Email address | | | | | |  | | Email address |
|  | | | | | |  | |  |

**Relevant employment**

**Current or most recent employment/experience first. Please include all relevant work, whether permanent, temporary or voluntary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Employer’s name | Job title and salary | Description of main responsibilities and achievements | Reason for leaving |
|  |  |  |  |  |  |

**Education or training**

**Please list details of your educational/professional qualifications and any relevant training.**

|  |  |  |
| --- | --- | --- |
| Date | Qualifications/training | Grade attained |
|  |  |  |

**Supporting information**

Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. Wherever possible, provide examples from your experience. This could be from either current or previous employment, volunteering, activism or any other hobbies or interests. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for shortlisting. This section of the application **should not exceed 3 pages of A4.**

|  |
| --- |
| ESSENTIAL  * Experience of overseeing the website and social media tools of an organisation, campaign or grassroots activist group      * Excellent online content management skills, including good knowledge of Wordpress or other content management systems, and of Mailchimp or other email marketing software      * Experience of running email campaigns and managing supporter data from online sources      * Experience of project managing design and production of communications products, including short videos, infographics, memes, illustrations      * Ability to write sharp, engaging copy for a range of audiences      * Excellent, proven editing skills      * Experience of working with picture editing software      * Strong project management and time management skills      * Competent user of Microsoft Office      * Commitment to Jubilee Debt Campaign’s vision and mission      * Proven ability to work to tight deadlines and under pressure, and to react to changing events      * Creativity and initiative, including ability to spot and seize opportunities      * Ability to work effectively as part of a team      * Ability and willingness to travel and undertake some evening and weekend work as agreed    DESIRABLE  * Experience of managing online projects, including (ideally) overseeing digital communications agencies in delivering services for an organisation      * Experience of project managing design and production of printed communication materials, including reports, briefings and campaign postcards      * Experience of being actively involved in an economic, social or environmental justice campaign, either as a paid member of staff or a grassroots activist      * Experience of developing and implementing overarching campaign communication strategies      * Experience of budget management      * Knowledge and understanding of economic justice issues, for example the problems with neoliberalism and austerity      * Knowledge of Fundraising Code of Practice requirements in relation to data collection and consent      * Knowledge of Microsoft Access, or other customer record management software |

**Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you subject to any conditions relating to your employment in the UK?  If yes, please specify below | Yes | No |
|  | | |
| Have you any unspent convictions for criminal offences subject to the provisions of the Rehabilitation of Offenders Acts 1974 and 1984? | Yes | No |
|  | | |

**Declaration**

In accordance with the Data Protection Act 1998, I give my consent for the information in this form to be processed for the purposes of recruitment and employment. I understand that, if I am appointed, this application form will become part of my personnel file and record. If I am not appointed it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that should any false statements or omissions be made, this may lead to dismissal.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |
|  |  |  |

Applications received after the closing date will not be considered.