**JOB APPLICATION**

**COMMUNICATIONS COORDINATOR**

**SECTION B – SKILLS & EXPERIENCE**

**Please complete all relevant parts of this form clearly in type or dark ink. Please write as much as you need to. The boxes can expand or shrink to fit your text.**

**If submitting a written application is difficult for you for whatever reason, please let us know and we will discuss your needs with you. Please email** [**charlotte.handel@vchackney.org**](mailto:charlotte.handel@vchackney.org) **or tel: 07956 653974**

**EMPLOYMENT/ VOLUNTARY WORK EXPERIENCE**

Please list your previous employment and/or voluntary experience below, with your current or most recent experience first.

|  |  |  |
| --- | --- | --- |
| **Month/Year** | **Name and address of organisation** | **Position and key duties of role. Please also list main achievements for each role, if relevant.** |
|  |  |  |

**EDUCATION / TRAINING**

**Please list any education and training received that is relevant to this role.** Please list your current or most recent education or training first.

**PLEASE NOTE – not having formal education will NOT disadvantage you in this application process.**

|  |  |
| --- | --- |
| **Month/Year** | **Name of training course and qualification received** |
|  |  |

**In the following section, we would like you to demonstrate how you meet each point of the person specification which is listed on the left hand side, giving examples of where you meet each point in the right hand box.**

**In order for us to be able to shortlist applicants, we will score your answers for every point in this section. At interview, you will be further tested against these points. Please see the box below for an example.**

|  |  |
| --- | --- |
| *Be a good communicator* | *I enjoy working with others and feel that my communication is strong and clear. In my previous role as a customer service advisor, I regularly had to speak to customers about their needs and give clear instructions on what products looked like and when we could deliver these products. Speaking to lots of different people on a day-to-day basis supported me to develop my communication skills and confidence.* |

|  |  |
| --- | --- |
| **Skills and Experience** | **Evidence of your skills or experience. Please give examples.** |
| **ESSENTIAL** |  |
| Experience of developing and implementing communications plans. |  |
| An ability to tell compelling stories across various platforms using imagery, copy, infographics and recordings in a way that inspires action. |  |
| Ability to tailor engaging and impactful content to different audiences and communities. |  |
| Experience of managing multiple initiatives with competing priorities and deadlines. |  |
| Excellent interpersonal skills and the ability to secure buy-in and support to deliver communications plans from amongst staff, volunteers and/or stakeholders. |  |
| Previous experience of using content management systems to update and maintain websites, such as WordPress. |  |
| Experience of market research and using this to inform a communications campaign. |  |
| Ability to use website SEO and Google Analytics. |  |
| An understanding and commitment to the principles and practice of equality and diversity. |  |

Volunteer Centre Hackney is committed to promoting and valuing equality and diversity in all our activities. We welcome and celebrate the diversity of the communities in Hackney and are strongly committed to achieving equal opportunities and access for all people and groups in society.

We actively encourage people from all backgrounds including people with disabilities or support needs to apply for this opportunity, as we really want applicants to reflect the diverse demographics of Hackney residents.

To apply for this role, please email completed application forms Sections A, B and C to [charlotte.handel@vchackney.org](mailto:charlotte.handel@vchackney.org) OR by post to Charlotte Handel, Volunteer Centre Hackney, 12-13 Springfield House, 5 Tyssen St, London, E8 2LY by **end of the day Saturday 3rd August at 9am.**

It may be that you don’t meet all the criteria above, but we don’t want this to put you off applying at all. We value lived experience of the challenges VCH work to address - so if you’re not sure whether you’re right for us or us for you - please give us a call to chat. You can get in touch with Charlotte Handel, Deputy CEO, on 07956 653974. In addition, if submitting a written application in this format isn’t the best way to tell us about your skills and experience, for whatever reason, please let us know and we will discuss your needs with you.