# Application form: Media and Communications Officer

|  |  |
| --- | --- |
| PERSONAL INFORMATION |  |
| Title |  |  |  |
| Address |  |
|  |  |  |
| Phone number(s) |  |
| Email address |  |

|  |  |
| --- | --- |
| Do you require a work permit? Please note, unfortunately we are unable to obtain work permits for this post, and you should therefore only apply if you are already eligible to work in the UK. | 🞎 No🞎 Yes |

|  |  |  |
| --- | --- | --- |
| REFENCES |  |  |
| Please provide details of two referees, one of whom must be your current or previous employer. We will not contact referees prior to offering the post to the successful candidate. |
| Referee 1 | **Referee 2** |
| Name |  | **Name** |  |
| Organisation |  | **Organisation** |  |
| Position |  | **Position** |  |
| Address |  | **Address** |  |
| Phone number |  | **Phone number** |  |
| Email address |  | **Email address** |  |
| Relationship to referee |  | **Relationship to referee** |  |

|  |
| --- |
| CURRENT OR MOST RECENT EMPLOYMENT |
| Employer |  |
| Address |  |
| Position(s) held |  |
| Dates employed |  |
| Key responsibilities |  |
| Key achievements |  |
| Reason(s) for leaving |  |
| Salary |  |
| Notice period |  |

|  |
| --- |
| EMPLOYMENT HISTORY |
| Dates | **Name and address of employer** | **Position and responsibilities** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| FORMAL EDUCATION |
| Please put the most recent first. |
| Dates | **Institution** | **Subject(s)** | **Qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| PROFESSIONAL TRAINING |
| Dates | **Institution** | **Subjects and qualifications** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| APPLICATION CRITERIA |
| Please use the below sections to detail how you meet the criteria set out in the personal specification |
| Experience of producing a range of high quality communication materials  |
|  |
| Experience of designing and delivering effective communications and media strategies |
|   |
| Experience of using social media effectively in a campaigning context |
|  |
| Experience of working successfully with the media and journalists |
|  |
| Able to manage a demanding workload and work within tight deadlines |
|  |
| Able to work creatively, flexibly and collaboratively within a small team |
|  |
|  |
| Excellent communication skills |
|  |
| An excellent understanding of the news agenda |
| Demonstrable commitment to PSC’s aims and objectives  |
|   |

|  |
| --- |
| DECLARATION |
| I understand that an appointment, if offered, will be subject to the information on this form being correct. I also understand that appointment will be subject to satisfactory references. I hereby certify that the information I have given in this application is true to the best of my knowledge and belief. |
| Signed |  | **Dated** |  |

|  |  |
| --- | --- |
| Please state where you saw this position advertised? |  |

Please return this completed form by **5PM on Wed 16th September 2020** to: Saba.shabbir@palestinecampaign.org

Please write “**Application** – **Media and Communications Officer**” in the subject line of your email