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**Application Form**

**All information provided will be strictly confidential**

Thank you for your application.

Please ensure you outline clearly how your skills reflect those in the job description and person specification.

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| --- | --- |
| Job Title | Communications Officer |
| Reference | BDCO |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Are you eligible to work in the UK?  (evidence will be requested at interview) |  |

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| **Essential Skills**  Please outline what experience you have to meet the following Essential Skills for this post. (**Max 120 words/skill**)) | |
| 1. Qualified to degree level in a relevant subject, with knowledge about wildlife and nature conservation within the UK. | Click or tap here to enter text. |
| 2. Demonstrate strategic thinking in developing and delivering communications plans that are creative and inspiring. | Click or tap here to enter text. |
| 3. Excellent and clear communicator in private and public settings, advocating the organisation’s positions in a professional manner with the media and able to represent the Trust as a confident spokesperson. | Click or tap here to enter text. |
| 4. A track record in digital communications for business purposes, confident at utilising all social platforms to grow our supporter bases and generate engagement. | Click or tap here to enter text. |
| 5. Very confident writer, able to understand complex projects and scientific language, tailoring written content for different platforms, including but not limited to; press releases, blog posts, website content and magazine articles. | Click or tap here to enter text. |
| 6. Confident at using video editing software to create engaging videos for different platforms and purposes. | Click or tap here to enter text. |
| 7. Effective at prioritising, organising, planning and scheduling activities and resources to ensure deadlines are met. | Click or tap here to enter text. |
| 8. Great attention to detail and ensures high standards are achieved with a consistent and high-quality approach. | Click or tap here to enter text. |
| 9. A solid understanding of key analytics to help analyse the success of our communications. | Click or tap here to enter text. |
| 10. Keeps up to date with environmental current affairs and trends and changes in communications – both digitally and in the press. | Click or tap here to enter text. |
| 11. Creatively minded and able to identify and recommend new processes for increasing the Trust’s reach and recruitment of supporters. | Click or tap here to enter text. |
| 12. A ‘can-do’ attitude and a great self-starter who works well on their own initiative and within a team. | Click or tap here to enter text. |

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| **Employment History**  Please begin with details of your most recent employer and add/expand the boxes as necessary | | | |
| **Employer, job title and dates of employment** | **Key responsibilities** | **Salary** | **Reason for leaving** |
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Please confirm your current notice period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Education/Training**  Please begin with most recently attended and add/expand the boxes as necessary | | |
| **Place of study** | **Subject(s) studied** | **Qualifications** |
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| **References**  Please provide details of two referees, one of which must be your current or most recent employer. You must have been employed by these referees within the last 5 years. If you are unable to provide details of two employers/ managers from within the last 5 years then please provide details of an educational or personal referee. We will only approach referees if you are successful at the interview stage and will contact you before we approach your chosen referees. | | |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone number |  |  |
| Email |  |  |
| Relationship to you |  |  |
| Dates covered |  |  |

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| --- | --- | --- | --- |
| **Please tell us where you saw the post advertised:** | | | |
|  | Essex Wildlife Trust website |  | Environment Job |
|  | Wildlife Trust website |  | Environment Jobs |
|  | Newsletter |  | Charity Job |
|  | Staff email |  | Countryside Jobs |
|  | Indeed |  | Facebook |
|  | Linked In |  | Twitter |
|  | Jora |  | Glassdoor |
|  | National press Please state: |  | Local press  Please state: |
|  | Visitor Centre Please state: |  | Other Please state: |

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| --- |
| **Declaration**  All applications will be anonymised before they are sent for shortlisting. Unsuccessful applications will be securely kept electronically for 6 months to enable feedback and statistical collation and re-use should the post become available again, after which point they will be confidentially destroyed. Successful applications will be held securely with the HR team on the individual’s electronic personnel folder as outlined in the data retention policy and Employee Privacy Statement. If you would like copies of these or do not wish your data to be held as outlined, please contact the address below.  By signing below, I hereby give my consent for Essex Wildlife Trust to process the information supplied in my application for the purpose of recruitment, selection and if successful, employment. I declare that the information that I have provided is complete and correct. I understand that any false, incomplete or misleading statements or intentionally withholding information may mean that my application is rejected or employment is terminated. |

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| **Signed** |  |
| **Date** |  |

**Please save your application as a Word file, named with your full name and job title for the role for which you are applying, so that your application can be anonymised before shortlisting and send this to** [**jobs@essexwt.org.uk**](mailto:jobs@essexwt.org.uk)