For Official Use Only

**Media and Communications Officer**

**Application Form Reference: Media and Comms 02/19**

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| **Please attach your CV – Include any current or previous work experience, volunteering or other relevant experience, and full contact details.** |
| **Full name (and title)** |  |
|  |
| **Address**  |  |
|  |
| **Your preferred contact telephone number and email address** | **T:** |
| **E:** |
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| **Specific skills and experience sought during this recruitment**It will help you to read the Job Description before completing this section. You should respond to each of the criteria with evidence detailing relevant skills and experience. Please enter text where instructed - the boxes will expand as you type.  |
| **Essential Criteria****Candidates must be able to demonstrate:** |
| **Experience of developing a communications strategy (online and offline)** |
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| **Computer literacy in particular Word, Excel, PowerPoint, CRM system and a cloud based electronic filing system** |
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| **Excellent briefing, report writing capabilities and interpersonal/communication skills.** |
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| **Detailed understanding of all major social media platforms.** |
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| **Knowledge of data protection and key legislation**  |
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| **Managing and supporting a range of stakeholders including media and press contacts.** |
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| **Experience of leading media and comms output across an organisation** |
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| **Self-motivated and passionate about the ethos behind LPF and its work** |
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| **Ability to conduct interviews and create engaging news stories** |
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| **Desirable Criteria** |
| **Data analysis of key communications and social media analytics** |
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| **Understanding of the social model of disability** |
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| **Desirable Criteria****Please give any additional information you feel may be helpful in assessing your application** |
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| **What are your main interests and hobbies?** |
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| **What is your current / most recent salary?** |
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| **Where did you hear about this position?**  |
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| **Lastly, please explain why you consider yourself to be the right person for this post (max 400 words).** |
|  |
| **Declaration: I confirm that all the information given on this form and any supporting material is true and complete.** |
| Name |  | Date |  Signed |
|  |
| **Successful applicants will be contacted to organise an interview.**Please send a completed copy of this form, your CV along with your completed Equality Monitoring Form and a brief supporting letter by email to: ruth@levelplayingfield.org.uk (using the reference ‘LPF – **Media and Comms 02/19**’ in the subject title) or by post to :Ruth Hopkins, General Manager, Level Playing Field, The Junction, Station Road, Watford, WD17 1ET |

**Please note**: All applications will be treated in strictest confidence and Level Playing Field may hold your details on file for future reference.