**Application for Communications Lead**

**– Dementia NI**

**PRIVATE AND CONFIDENTIAL**

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| **POSITION** | **Communications Lead** | **REFERENCE NO:** | **FCL 0525** |
| **LOCATION:** | Belfast office, flexibility to work from home 1-2 days per week. | | |

**Candidate Guidance**

The closing date for applications for this vacancy is **12.00pm, 15th May 2025.**

All applications must be received on or before this date. Late applications will not be considered. Completed applications must be sent to [amy@dementiani.org](mailto:andrea@dementiani.org)

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL FOR SHORTLISTING.

**Curriculum vitae will not be accepted.**

All applications should be completed in typescript. Application forms should not be reformatted or amended.

Applicants must clearly demonstrate how and to what extent their qualifications and / or experience meets both the essential and any desirable criteria. The onus for demonstrating this in the application form, rests with the applicant. All information given will be treated with the strictest confidence. Continuation pages/sheets may be added as necessary.

Please note on your application if you require any reasonable adjustments in relation to the selection process. Any such details are only used for this purpose and do not form part of the selection process.

Responsibility for ensuring that applications are fully completed, legible and received before the closing date rests with the candidate. Incomplete, illegible, or late applications will not be considered. Dementia NI will take no responsibility for lost or late applications, including those delayed by postal service / technical difficulties etc.

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| APPLICANT DETAILS | | | |
| Surname: |  | Forename(s): |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** | |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/ adjustments in relation to either communications or access requirements if invited to interview | |  | |

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| ELIGIBILITY TO WORK IN THE UK  Do you have the right to work in the UK? Yes No  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g., Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation* |

**PROFESSIONAL QUALIFICATIONS**

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| **Name of Professional Body** | **Level of Membership** | **Registration / Pin Nos** |
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**RELEVANT TRAINING COURSES (if applicable)**

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| **Name of Organisation** | **Name of Training** | **Qualification attained (if applicable)** |
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1. **EMPLOYMENT HISTORY**

*(Please use the space below to list all present and past employment, in chronological order, i.e., starting with your most recent employer first. You may use a separate sheet if necessary).* All previous employment must be accounted for in your application.

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| --- | --- | --- | --- | --- |
| **Name of Current Employer:** | |  | | |
| **Employment Date:** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title:** | |  | | |
| **Notice Period:** | |  | | |
| **Salary and Benefits:** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **NAME AND ADDRESS**  **OF EMPLOYER** | **Date From and To:** | **JOB TITLE AND SUMMARY OF KEY DUTIES** | **SALARY and REASON FOR LEAVING** |
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OTHER EMPLOYMENT – Please use this space to declare any gaps in employment and / or any other employment you currently undertake that would continue with if you were to be successful in obtaining this position.

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1. **SUITABILITY FOR THIS POSITION**

Please confirm your suitability for this position under the relevant headings below as per the essential and desirable criteria. You may add any further supplementary information relating to the criteria below in the additional information section if you wish.

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| --- | --- |
| **ESSENTIAL CRITERIA - Please indicate if you meet or do not meet each of the required criteria below by checking the appropriate box** | |
| **Criteria 1 – A third level qualification or relevant experience.**  **Please use the space below to give a brief overview of how you meet this criteria.** | YES ☐ NO ☐ |
|  | |
| **Criteria 2 - Experience and clear evidence of achievements in professional communication activities in:**  **a) Planning, promoting and delivering communication campaigns, events and projects to promote the brand.**  **b) Experience of managing website and social media platforms autonomously**  **c) Experience of managing media contacts and creating engaging and effective media content including press releases**  **d) Experience of using editing tools to create content.**  **e) Experience of supporting internal communication and engaging colleagues across the organisation**  **Please use the space below to give a brief overview of how you meet these criteria.** | YES ☐ NO ☐ |
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| **Criteria 3 -** **A sound working knowledge of Microsoft Office packages, including databases for record keeping and monitoring.**  **Please use the space below to give a brief overview of how you meet these criteria.** | YES ☐ NO ☐ |
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| **Criteria 4 -Knowledge of legal requirements linked to GDPR and data protection legislation.**  **Please use the space below to give a brief overview of how you meet these criteria.** | YES ☐ NO ☐ |
|  | |
| **Criteria 5 -** **Willingness to travel across Northern Ireland and work flexibly including evenings and weekends as required for the role.**  **Please use the space below to give a brief overview of how you meet these criteria.** | YES ☐ NO ☐ |
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| **Desirable Criteria**  **Please tick to indicate whether you meet desirable criteria below. You may add further details if you wish.** | |
| **Criteria 1 - Experience of using a CRM database for communication activities** | YES ☐ NO ☐ |
| **Criteria 2 - Experience of involving volunteers in awareness raising activities / campaigns** | YES ☐ NO ☐ |
| **Criteria 3 - Valid Driving License and access to own transport** | YES ☐ NO ☐ |

1. **ADDITIONAL INFORMATION**

Please provide any additional information that may support your application:

1. **REFEREES**

Please give the details of two referees of persons who must not be related to you. One of which must be from your current or most recent post. Referees will not be contacted prior to offer of appointment.

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| --- | --- | --- | --- | --- | --- |
| Referee Name: |  | | Referee Name: |  | |
| Position: |  | | Position: |  | |
| Company Name: |  | | Company Name: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | Postcode: |  |
| Email: |  | | Email: |  | |
| Telephone No.: |  | | Telephone No.: |  | |
| Nature of Relationship: |  | | Nature of Relationship: |  | |

1. **VERIFICATION OF INFORMATION**

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| I certify that to the best of my knowledge all information provided in this application is truthful and accurate. I have not omitted any facts that could affect my employment. I understand that any false or misleading statements or to have suppressed any material facts could place any subsequent employment in jeopardy / result in a job offer being withdrawn and / or if appointed, dismissal.  I understand that any employment entered into is subject to documentary evidence of my right to work in the UK, evidence of qualifications as relevant to the post and satisfactory references. Under GDPR I acknowledge that my personal data contained within this form will be recorded and processed for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.  **Signature:**    **Date:** |

## EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE

Job File Ref No: CL 0525 Applicant No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| We are committed to promoting equality of opportunity and treatment and to preventing any unfair discrimination in its employment practices. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. Our policy is to continue to provide equality of opportunity, and that no employee or job applicant receives less favourable treatment on the grounds of perceived religious belief, political opinion, gender, marital or family status, disability, age, race, nationality, or sexual orientation.  We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.  You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence and this sheet will be detached from your application prior to interview. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.  Regardless of whether we practice religion, most of us in Northern Ireland are perceived to be members of either the Roman Catholic or Protestant communities.  **We are therefore asking you to indicate your community background by ticking the appropriate box below:**   1. I am a member of the Protestant community.   I am a member of the Roman Catholic community.    I am a member of neither the Protestant or Roman Catholic community.    If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information supplied by you.   1. **Please indicate your Sex by ticking the appropriate box below:**   **Female Male**    Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions. |

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| **How did you hear about this vacancy?** | |
| Dementia NI Facebook page |  |
| Sponsored Facebook advert |  |
| Shared post on Facebook |  |
| Community NI |  |
| NI Jobfinder |  |
| Indeed |  |
| Other |  |
| If other, please state below: | |