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| ,HR reference | 0000000989/ |

**Belfast City Council**

Application for appointment as:

**Marketing and Communications Coordinator – Campaigns and Press**

**(PO3 + 10 % allowance for out of hours working, where applicable)**

**(There are currently one full-time, fixed term contract post for one year, subject to review. Other fixed term or temporary posts, on full-time, part-time or job share basis, may be filled from a reserve list.)**

**Marketing and Corporate Communications Section**

**City and Organisational Strategy Department**

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| Name of Applicant: |  |
| Address: |  |
| The closing date for applications is **4pm on Thursday, 28 January 2021**.  Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) and you will receive an automatic reply when your application has been received. If you don’t receive an acknowledgement within 30 minutes, please call (028) 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.  **Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.** | |

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| **If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640** |
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| **Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community** |

In addition to filling the immediate vacancies, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

**These posts will be either on a fixed term or temporary basis and may be working full-time, part-time or job share hours.**

Please indicate below whether you would be interested in working full-time, part-time and, or job share hours by ticking the appropriate box(es).

**Hours of work:**

**Full-time Part-time Job share**

You can apply for all positions and, if appointed to the reserve list, you will be considered for fixed term and temporary vacancies and for full-time, part-time and job share hours.

If you apply for all positions, you can accept a post working part-time or job share hours without giving up your right to be offered a post working full-time hours.

**It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you wish to be considered for full-time hours only and a part-time post becomes available, we will not offer you this part-time post.**

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| **Section 1: Personal details** | | | | | | |
| Are you currently employed by Belfast City Council? | | | Yes |  | No |  |
| If yes, please enter your staff number: | | |  | | | |
| Have you been previously employed by Belfast City Council? | | | Yes |  | No |  |
|  | | |  |  |  |  |
| If yes, please state your reason for leaving: | | | | | | |
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| **1.** | **Your details** | | | | | |
| (a) | Title: (Mr, Mrs, Ms, Miss, Dr etc) |  | | | | |
|  |  |  | | | | |
| (b) | Forenames: |  | | | | |
|  |  |  | | | | |
| (c) | Preferred name: |  | | | | |
|  |  |  | | | | |
| (d) | Surname: |  | | | | |
|  |  |  | | | | |
| **2.** | **Contact details** | | | | | |
| (a) | Telephone number: |  | | | | |
|  |  |  | | | | |
| (b) | Email address: |  | | | | |
|  |  |  | | | | |
| (c) | Address 1: |  | | | | |
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| (d) | Address 2: |  | | | | |
|  |  |  | | | | |
| (e) | Town: |  | | | | |
|  |  |  | | | | |
| (f) | County: |  | | | | |
|  |  |  | | | | |
| (g) | Postcode: |  | | | | |
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| **3.** | **Other information** | | | | | |
|  | National insurance number: |  | | | | |

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| **Section 2: Qualifications and employment history** | | | | | |
| **4.** | **Qualifications** | | | | |
| (a) | Details of qualifications obtained (please refer to employee specification):  Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel. | | | | |
|  | **If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as communications, journalism, public relations or an equivalent qualification. Please detail your relevant qualification(s) below:** | | | | |
| Year: | | Examining body / University / College: | Level of qualification: | Subject: | Grade or mark: |
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| (b) | | If you are applying for a post on the basis of a qualification which is not stated on the employee specification but which you consider to be equivalent, please list the main topics and modules below to demonstrate how you feel it is equivalent in terms of level, breadth, depth and content etc. Please also provide any further information which you feel supports your case.  (The selection panel will make the final decision on the relevance and equivalence of your qualification.) | | | | | | |
|  | |  | | | | | | |
| Year: | | Examining body / University/College: | | Level of qualification: | Subject and modules studied: | | | Grade or mark |
|  | |  | |  |  | | |  |
| Any other support evidence as to the equivalence of the qualifications stated, for example, breadth of overlap with qualification as detailed in the employee specification: | | | | | | | | |
|  | | | | | | | | |
| (c) | **Current membership of professional bodies:**  **If applicable, applicants must possess full current membership of an appropriate professional body relevant to journalism, media relations or public relations. Please detail your relevant membership below:** | | | | | | | |
|  | | | | | | |  | |
| Title of professional body | | | Type / grade of membership | | | Membership number | Date of expiry | |
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| **Employment history** | | | | | | |
| (d) | Details of current employment and current position held: | | | | | |
|  |  | | | | | |
| Name and address of current employer (if any): | | | Exact date employment commenced (dd/mm/yyyy): | Position held with current employer: | | Salary: |
|  | | |  |  | |  |
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| (e) | Details of previous employment and positions held: | | | | | |
|  |  | | | | | |
| Name and address of previous employer(s): | | From:  (dd/mm/yyyy) | | To:  (dd/mm/yyyy) | Position(s) held: | Salary: |
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| **Section 3: Experience** | |
| **5.** |  |
| **You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, the short-listing panel will only consider the first page of information and you may not be short-listed.**  Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.  **Qualifications and, or experience**  Applicants **must**, as at the closing date for receipt of application forms, either:   * have a third level qualification in a relevant subject such as communications, journalism, public relations or an equivalent qualification, or, possess full, current membership of an appropriate professional body relevant to journalism, media relations, public relations; **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year’s relevant experience in each of the following areas:   **or**   * be able to demonstrate on the application form, by providing personal and specific examples, at least two years’ relevant experience in each of the following areas:  1. developing and implementing communication plans and public relations campaigns for an organisation; 2. responding to reactive media enquiries, including social media enquiries, in a time-sensitive manner to meet deadlines; and 3. providing media advice and support to senior management and elected members or non-executive board members.   **Short-listing criteria**  In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, either:   * possess a third level qualification in a relevant subject such as communications, journalism, public relations or an equivalent qualification or possess full, current membership of an appropriate professional body relevant to journalism, media relations, public relations and can demonstrate on the application form, by providing personal and specific examples, at least two years’ relevant experience in each of the aforementioned areas (a) to (c); **o**r can demonstrate on the application form, by providing personal and specific examples, at least three years’ relevant experience in each of the aforementioned areas (a) to (c).   In boxes (a), (b) and (c) please provide the following detail:   1. You must clearly state the start and end dates of your experience including the number of years’ experience you have in this area. You must clearly detail the communications plans and public relations campaigns that you developed and implemented; the steps you took to develop and implement them; the organisations that you developed and implemented them for; the outcomes that these communication plans and public relations campaigns achieved for these organisations, etc. 2. You must clearly state the start and end dates of your experience including the number of years’ experience you have in this area. You must clearly detail the range of reactive media enquiries that you have responded to; the range and types of social media enquiries that you have responded to; the steps that you took in responding to them; how you dealt with them in a time sensitive manner to meet deadlines, etc. 3. You must clearly state the start and end dates of your experience including the number of years’ experience you have in this area. You must clearly detail the range and type of media advice and support that you have provided; the senior managers and elected members or non-executive board members that you have provided media advice and support to; how your media advice and support was used, etc. | |

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| **5. a)** | **Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year’s or two years’ relevant experience (as outlined in the employee specification) of developing and implementing communication plans and public relations campaigns for an organisation.**  (Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years’ or three years’ relevant experience in this area)  Continuation sheets must not be used |

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| **5. b)** | **Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year’s or two years’ relevant experience (as outlined in the employee specification) of responding to reactive media enquiries, including social media enquiries, in a time-sensitive manner to meet deadlines.**  (Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years’ or three years’ relevant experience in this area)  Continuation sheets must not be used |

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| **5. c)** | **Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year’s or two years’ relevant experience (as outlined in the employee specification) of providing media advice and support to senior management and elected members or non-executive board members.**  (Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years’ or three years’ relevant experience in this area)  Continuation sheets must not be used |

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| **Section 4: Other information** | | | |
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| **6.** | Notice required to terminate present position: | |  |
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| **7.** | If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer. | | |
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| **1.** | Current or previous employer (if any) | | |
|  |  |  | |
|  | Name: |  | |
|  |  |  | |
|  | Job title: |  | |
|  |  |  | |
|  | Name of organisation: |  | |
|  |  |  | |
|  | Address (including post code): |  | |
|  |  |  | |
|  | Contact telephone: |  | |
|  |  |  | |
|  | Email address: |  | |
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| **2.** | Other employer referee (or character reference if applicable): | | |
|  |  |  | |
|  | Name: |  | |
|  |  |  | |
|  | Job title (if applicable): |  | |
|  |  |  | |
|  | Name of organisation (if applicable): |  | |
|  |  |  | |
|  | Address (including post code): |  | |
|  |  |  | |
|  | Contact telephone: |  | |
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|  | Email address: |  | |

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| I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council. |

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| Signed: |  |  |  | Date: |  |  |

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| **Equal opportunity monitoring form** | | |
|  | HR Reference number: | 0000000989/ |
| Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.  **This questionnaire will not be seen by either the short-listing or interview panels.** | | |

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| **Personal details:** |  | **Official use only:** |

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| **Date of birth:** |  |  | Dob |  |

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| **Gender:** | Male |  |  | Female |  |  | Gender |  |

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| **Family status:** | Married |  | |  |  | Single |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  | Status |  |
|  | Divorced |  | |  |  | Separated |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Widowed |  |  | |  | Cohabitant |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Civil partnership | | | |  | Dissolved civil partnership | | |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Other, please specify | | | | |  | | | |  |  |  |

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| **Ethnic origins:** | White | |  |  | Indian | | |  |  |  |  |  | |
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|  | Pakistani | |  |  | Bangladeshi | | |  |  |  | Ethnic origin | | |
|  |  |  |  |  |  | |  |  |  |  |  | |  |
|  | Chinese | |  |  | Irish Traveller | | |  |  |  |  | |  |
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|  | Black African | |  |  | Black Caribbean | | |  |  |  |  | | |
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|  | Black other, please specify | | | | |  | | | |  |  | |  |
|  |  | | | | |  | | | |  |  | |  |
|  | Mixed ethnic group, please | | | | |  | | | |  |  | |  |
|  | specify | | | | |  | | | |  |  | |  |
|  | Other, please specify | | | | |  | | | |  |  | |  |

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| Please state your nationality or citizenship (for example, British, Irish, Polish): |  | Nation |  |
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| **Persons with and without a disability:** | | | | | | | | | | | |
| A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities” (Disability Discrimination Act, 1995) | | | | | | | | | | | |
| Do you, in accordance with the above, have a disability? | |  | Yes |  |  | | No |  |  | Disability |  |
|  | | | | | | | | | |  |  |
| If yes, please state nature of disability: |  | | | | | | | |  |  | |
|  | | | | | | | | | |  | |
| If no, have you ever had a disability? | |  | Yes |  |  | No | |  |  | History |  |

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|  | | | | | | | | | | | | | | | | | | | | | | | **Official use only:** | |
| **Persons with and without dependants:** | | | | | | | | | | | | | | | | | | | | | | |  | |
| Have you any caring responsibility? | | | | | | | | | | | |  | Yes |  |  | | No | | |  | |  | Dependants | |
|  | | |  | | |  | |  | |  | | | |  | |  | |  | | | | |  |  |
|  | Children |  | |  | Relative | |  | |  | | A person with a disability | | | | | | | |  | |  | |  |  |
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|  | | | Other, please specify | | | | | | |  | | | | | | | | | | |  | |  |  |
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| **Religious affiliation or community background:** | | | | | |
| The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below: | | | | | |
|  |  |  |  |  | |
| I am a member of the Protestant community |  |  |  | Code |  |
|  |  |  |  |  | |
| I am a member of the Roman Catholic community |  |  |  | Method |  |
|  |  |  |  |  | |
| I am a member of neither the Protestant nor Roman Catholic communities |  |  |  |  | |

**Please note:** If you do not complete this section, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on your application form.

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| **Religious belief or tradition:** |  |  | | | |  | |
| Please specify your religious belief, for example, Christian, Hindu, Muslim, please specify |  | | | |  | Religious belief | |
|  |  |  | | | |  |  |
| No religious belief |  |  |  |  | |  | |
|  |  |  | | | |  | |
| Not disclosed |  |  |  |  | |  | |

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| **Additional information:** | | | | | | | | | | | | | | | | | | | | |
| To monitor the effectiveness of our advertising, please indicate where you saw this job advertised: | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | | |  | | | | | |  |  | |  | |
| Belfast Telegraph |  |  |  | Irish News |  |  |  | | | Newsletter | | | | | |  |  | |  | |
|  |  |  |  |  |  |  |  | | |  | | | | | |  |  | |  | |
| Sunday Life |  |  |  | Specialist journal |  |  |  | | | HR jobline | | | | | |  |  | |  | |
|  |  |  |  |  |  |  |  | | |  | | | | | |  |  | |  | |
| Council trawl |  |  |  | Council website |  |  |  | | | Nijobfinder.co.uk | | | | | |  |  | |  | |
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| Facebook |  |  |  | Twitter |  |  |  | | | Word of mouth | | | | | |  |  | |  | |
|  |  | |  | | | | | | | | | | | | | | | | | |
| Department of Learning, |  |  |  | Localgovernmentjobsni.gov.uk | | | | |  | |  | |
| Jobs and Benefits |  |  |  |  |  |  |  |  | | | | | | | | |  |  | |  | |
|  |  |  |  |  |  | | | | | | | | | | | | | |  |
| Other, please state where: |  |  | | | | | | | | | |  | |  |  | | | |  |

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