**Campaign Against Arms Trade :: Media Co-ordinator :: Application Form**

If you would like to apply, please complete this form and send it to CAAT (CVs will not be considered) by **23:59pm on Sunday 6 November**. We would be grateful if you would also return the Equal Opportunities monitoring form, although you are under no obligation to do so. Once completed please email your form(s) to **recruitment@caat.org.uk** stating 'Media Co-ordinator’ in the subject line. Please send your application as a Word document so we can remove the first page before forwarding it to our recruitment panel.

Name:

Address:

Daytime telephone number:

Evening telephone number:

Email address:

Please give below the names, postal addresses, telephone numbers and email addresses of two referees, stating in each case how they know you. One of these should be your current or most recent employer. The referees cannot be related to you. (CAAT will not contact referees until after interviews have taken place.)

Interviews will be held on Friday 25 November. If you have not heard by 4pm on Friday 18 November, please assume that you have not been shortlisted.

If you are shortlisted for interview, would you have any specific requirements relating to a disability?

If so, please state: …..........................................................................................................

*Please ensure a new page is started here.*

**1) Education and training**

Please give details, in reverse chronological order, of your education and relevant training, including the names of the establishments you attended and the qualifications you achieved.

**2) Employment**

Please give details, in reverse chronological order, of your relevant work experience for this role. Please include the names and addresses of your employers, the dates you were employed, your job title, your main responsibilities and your reason for leaving. Indicate whether it was paid or voluntary and, if less than full-time, say how many days a week you worked there. Please also give details of what you have done during non-work periods.

**3) Please explain, in no more than 300 words, why are you applying for this post?**

**4) Please use the boxes below to tell us how you meet each criteria on the Person Specification. We suggest writing up to around 200 words per box, adding extra rows where necessary.**

The person specification describes the skills, abilities, experience and knowledge you will need to do the job. Selection for shortlisting and the final decision will be based on how well you meet the person specification. Your experience need not have been gained in paid employment and may include particular interests relevant to the post. It is important that you provide evidence of your achievements by giving examples.

An ***example*** of how you could explain meeting the criteria for a post requiring “Experience of running payroll”:

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| *Experience of running payroll* | *Essential* |  |
| *When I worked in the finance team at XYZ organisation for 3 years, I was responsible for the monthly payroll for 20 staff, using the commercial “Fake Payroll” package.* *Throughout each month I processed changes to staff pay and pensions, as advised by the personnel department, created new pay records for starters, and processed P45s for leavers.**Each month I prepared pay and pension payment schedules for input to the banking package for authorisation by my manager; submitted monthly returns to HMRC for tax and NI; and prepared summary statements for the accounts. I managed staff loans and childcare voucher deductions. I was also responsible for year-end processing and tax returns.**Before that, when I worked for ABC Company for 18 months, I was part of the payroll team where I was responsible for processing weekly time sheets and calculating overtime payments for hourly-paid staff.* |

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| 1. Has prior experience as a Press Officer working with the national media, or experience as a journalist working in the media. | Essential |  |
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| 2. Has successfully communicated messages in broadcast media interviews. | Essential |  |
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| 1. 3. Has the ability to understand and communicate complex issues to tight deadlines in line with agreed messages.
 | Essential |  |
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| 1. 4. Has developed and maintained strong professional relationships with journalists.
 | Essential |  |
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| 5. Is an effective communicator, using both written and spoken English. | Essential |  |
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| 6. Has experience of producing and editing text for magazines or websites. | Essential |  |
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| 1. 7. Has a demonstrable commitment to CAAT’s aims and objectives, including commitment to the collective running of CAAT, and collaborative campaigning.
 | Essential |  |
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| 1. 8. Demonstrable commitment to equal opportunities: this could have been gained through personal experience, training, and/or working or volunteering for an organisation that champions equal opportunities issues.
 | Essential |  |
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| 9. Is self-motivated and can effectively prioritise their own work to successfully meet media deadlines, as well as collaborating and co-ordinating with others on shared projects. | Essential |  |
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| 1. 10. Has knowledge of arms trade issues.
 |  | Desirable |
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| 1. 11. Has done media work for a political or campaigning organisation.
 |  | Desirable |
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| 1. 12. Is social media literate, with solid experience of using social media to communicate key messages.
 |  | Desirable |
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**5) Is there any other information you wish to share that is relevant to your application?** This section is not mandatory, and it will not harm your application to leave it blank. If you have more to add, please do not exceed 200 words.

Please save your application **as a word document** and email to recruitment@caat.org.uk