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**EQuIP is seeking to recruit a Communications Officer to strengthen its equality, diversity and inclusion work and tackling discrimination.**

**Salary: £24,982 pro rata at 22.5 hours per week**

**Contract: Fixed term for 12 months** with a view to extending dependent on funding

Please find attached:

1. Job description
2. Personal specification
3. Application form
4. Equal Opportunities Monitoring Form

Deadline for applications is **12 noon on Friday 26th February 2021**. Full details are on the application form.

Interviews 16th March 2021

Application forms only, no CVs

For a confidential chat about this role please contact [claire@equipequality.org.uk](mailto:claire@equipequality.org.uk) or telephone 07377 431997



**Job Description**

**Post Title**: Communications Officer

**Hours:**  22.5 hours per week. Fixed Term Contract for 12 months

**Salary:**  NJC Scale 18, £24,982 Pro Rata

**Responsible to:** Office Manager and Chief Executive

**Office Base:** Rugby (but working across all parts of Warwickshire)**.** **During this pandemic, homeworking will be required.**

**Responsible for:** Any appropriate volunteers

**Job Purpose:**

To contribute as a member of the EQuIP team to achieve the organisational objectives. To be responsible for the administration of marketing and communications activities, including publicity, online events, exhibitions, contra-deals and PR campaigns.

**Principal Accountabilities**:

1. To contribute to the development of EQuIP marketing and communications activities through list and lead research, marketing planning research and implementation.
2. To administer marketing and communications programmes and campaigns for a range of stakeholders and EQuIP products and services, assisting in the evaluation of performance and impact.
3. To lead the design and production of marketing materials such as flyers, banners, report templates, press releases, adverts, and social media including E-Bulletins and newsletters
4. To support the Office Manager with the promotion of EQuIP activities and media relations evaluation.
5. To administer all aspects of the EQuIP’s presence at exhibitions, online activities and events.
6. To implement agreed contra-deals and media partnerships.
7. To evaluate and monitor marketing and communication activities and to implement required changes.

**Nature and Scope:**

As Communications Officer, you will be expected to:

* Implement marketing and communications activities as directed to promote a range of EQuIP projects and services.
* Develop lists of potential contacts for marketing and publicity of EQuIP products and services from a range of channels including but not limited to E-Bulletins, sector newsletters/publications, exhibitions and external sources.
* Administer all aspects of internal and external exhibition logistics. This includes liaising with EQuIP Officers on materials required for exhibitions, preparation of materials, preparing press releases, fulfilment of exhibition manual logistics, uploading logos and press releases where necessary, monitoring, evaluating and updating social media channels.
* Liaise with organisations EQuIP has promotional contra-deals with in order to fulfil these agreements and research events/exhibitions for potential contras in the areas where the EQuIP would like a presence.
* Represent EQuIP at events, exhibitions and conferences as appropriate.
* To develop, proactively promote and enhance EQuIP’s presence, services and activities through social media, electronically and other appropriate media outlets. This will include Facebook, Twitter, LinkedIn and any other new emerging applications.
* Convert the relevant EQuIP files into online files, including monitoring of leads generated by the software. Update the website with content as necessary.
* Liaise with other team members to ensure marketing and communications are administered in an effective and timely way.
* Support and attend a shared number of relevant external and community events, as determined by the Chief Executive. These may take place online or physically, on weekends and outside of regular working hours.
* You will work in accordance with agreed policies, procedures and practice inclusive of Health & Safety at Work requirements, Equal Opportunities, Safeguarding and Data Protection.
* You will actively participate in appraisals, team meetings and meeting your self-development needs.
* You will undertake any other duties necessary to this post as delegated by your line manager and the CEO.

**Person specification – Communications Officer**

|  |  |  |
| --- | --- | --- |
| **Experience/work -based knowledge and qualifications** | **Essential** | **Desirable** |
| Graduate or equivalent by experience | A professional marketing qualification |
| Committed to the principles of Equality and Diversity | Knowledge and experience of video editing software |
| Sound knowledge of marketing communications function including digital and social media | Experience of using Hootsuite, Quick Survey and Eventbrite. |
| Social media and online experience. Coordinating social media communications, online surveys and events | Experience/ knowledge of issues affecting BAME, LGBTQ and Disabled communities. |
| Excellent written and verbal skills with good attention to detail | Experience of working with volunteers |
| Ability to cope under pressure in a busy office environment, prioritise work and meet deadlines | Experience of working in an environment involving grant-funded projects |
| Ability to think creatively to identify promotional opportunities and then put these into action | Experience of online communications |
| Experience of liaising with a range of suppliers | Experience of working on a European  project |
| Ability to use information technology including IN Design, contact databases and other software (mostly Microsoft Office) | Ability to communicate in a different language |
| Awareness and sensitivity to the political and cultural environment within which the organisation is operating |  |
| Experience of organising events |  |
| Ensure good equal opportunities, health and safety practice and safeguarding measures are instilled in all activities. |  |

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| --- | --- |
| **Core Competences** | Good interpersonal and communications skills including the ability to communicate with staff, volunteers and the public, including the press and media. |
| Ability to communicate clearly and effectively in both written and verbal representations |
| Ability to work unsupervised and take responsibility |
| Ability to perform accurately under pressure, meet deadlines and make decisions |
| Excellent organisational skills |
| Adaptable and flexible in approach to work |
| Application to detail and presentation |
| Ability to travel to various sites and locations across Warwickshire and elsewhere as required |
| Flexibility in work commitment and team based approach. Willing to work in evenings and on the weekend, when required |
| Tact and diplomacy when dealing with others and with confidential issues |
|  | |
| **Personal characteristics** | A team player with a positive, solution - focused approach |
| Dynamic and proactive |
| Tactful and diplomatic |
| Energetic and enthusiastic |
| Flexible and reliable |
| Integrity and discretion |
| Supports the aims and work of EQuIP |



**Job Application Form**

**Guidance Notes**

This advice is designed to assist you with your application and to explain the process that will be used to select the most suitable applicant for the post.

**Completing the application form**

The decision to invite applicants to attend for an interview is based entirely on what is written on the application form. It is therefore important that you give as much information as you can about yourself and relate this to the job you are applying for.

Equality and Inclusion Partnership aims to be an Equal Opportunities employer and requires the same range of information for all candidates to be submitted on an application form. It is therefore essential that you complete the application form in full, inserting ‘N/A’ where a section is not applicable. You may wish to include supplementary information in the form of a CV but this may not be submitted in place of an application form. Any CV received without a completed application form will be disregarded.

**Addressing the selection criteria**

The person specification states the skills, knowledge and experience we think a candidate must have to do the job and this will be used in determining which candidates are shortlisted. It is important that you address the person specification and show how you are able to satisfy each of the stated criteria. Do not leave out any relevant experience or skills/knowledge gained, whenever or however it was gained – for example, voluntary or unpaid work should be included. Any reasons for gaps in employment should also be included in your application.

In addition to explaining why you think you can do the job you should give your reasons for applying.

**References**

References are requested for shortlisted candidates, so you will need to indicate on your application form if you do not wish referees to be contacted prior to interview. No appointment will be confirmed before receipt of satisfactory references. If you have been employed, one referee should be your present or most recent employer. If you have never worked, or not worked for some time, try to think of someone who is able to say something useful and relevant about you in relation to the post applied for.

**EQuIP is a Disability Confident Employer which means we offer an interview to candidates with disabilities who fulfil the essential criteria. We also ask you to complete a separate Equality Monitoring Form which is considered separately to this application and kept confidential.**

**APPLICATION FORM**

*Please complete this form in* ***black ink*** *or typescript*

**Application for post of: Click or tap here to enter text.**

**Surname:** Click or tap here to enter text.

**First Names**: Click or tap here to enter text.

**Home Address**: Click or tap here to enter text.

**Postcode**: Click or tap here to enter text.

**Phone (Home and Mobile):** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Do you have the right to work in the UK?** Yes  No

**NI Number:** Click or tap here to enter text.

**Please note**: Further evidence will be required if you are offered the position at EQuIP.

**Do you hold a current valid UK Driving Licence?**  Yes  No

**Do you have access to a vehicle you can use for work?** Yes  No

**Do you have insurance to use that vehicle for work?** Yes  No

**EMPLOYMENT**

**Present/Previous Employer**: Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date appointed/Left:** Click or tap here to enter text. **Length of time with employer**: Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Main duties/responsibilities:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**PREVIOUS EMPLOYMENT (most recent first, please include any voluntary and paid posts and explain any gaps)**

| **Employer** | **Post title and main responsibilities** | **Salary** | **Dates from/to** |
| --- | --- | --- | --- |
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**EDUCATION AND TRAINING**

Please give details of any recognised qualifications and the institution/s you attended:

Click or tap here to enter text.

**OTHER TRAINING**

Please give details of any other training relevant to this post:

Click or tap here to enter text.

**Do you consider yourself to have a disability?** Yes  No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:

Click or tap here to enter text.

**PERSONAL STATEMENT**

**Please tell us why you applied for this job and why you think you are the best person for the job?**

Click or tap here to enter text.

**Please tell us about your qualifications, experience and personal attributes in meeting the essential criteria in the Person Specification?**

Click or tap here to enter text.

**REFERENCES**

Please give below the names and address of TWO references who have known you for a minimum of 6 months, one of whom should be your current or most recent employer. **Please note references will be taken up before an offer of employment is made.**

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer

Previous employer: Personal character reference

**How long have they known you for?** Click or tap here to enter text.

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer

Previous employer: Personal character reference

**How long have they known you for?** Click or tap here to enter text.

**Declaration of Criminal Records**

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes  No

If you have answered yes, please provide details below.

**Please note that an Enhanced DBS check will be carried out before commencement of any employment** **and a declaration of a criminal record will not necessarily prevent you from being offered this role.**

Please declare any relationship (family or otherwise) that you have with any officer, including Board members, of EQuIP? Click or tap here to enter text.

**Please read and sign the Declaration below:**

I confirm that to the best of my knowledge, the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at EQuIP.

In accordance with the General Data Protection Regulations (GDPR) I consent to the Equality and Inclusion Partnership (EQuIP) processing personal data contained in this application form and other data which EQuIP may obtain from me, other people or third parties such as employment agencies, former employers when gathering references. I also consent to the processing of personal data in connection with Equal Opportunities Monitoring and to determine reasonable adjustments including sensitive data such as age, race or ethnic origin, physical or mental health, sexual life. \*

**Signed:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Deadline for all applications is Friday 26th February 2021 at 12 noon**

Please email this completed form (marked Private and Confidential) to:

Claire Edwards

Officer Manager

[claire@equipequality.org.uk](mailto:claire@equipequality.org.uk)

*\* Please note our Privacy Notice is available here:* [*https://www.equipequality.org.uk/privacy-policy.pdf*](https://www.equipequality.org.uk/privacy-policy.pdf)

**Equality and diversity monitoring form**

**EQuIP** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential, be stored securely with access limited to only staff dealing with Human Resources. We comply with stringent GDPR principles. See our Privacy Policy for more details.

Please return the completed form marked ‘Strictly Confidential’ to [claire@equipequality.org.uk](mailto:claire@equipequality.org.uk)

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 