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**Application Pack**

**for the Position of**

**Digital Content and Communications Assistant**

**(Nerve Centre)**

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**Digital Content and Communications Assistant**

This post is for: **Digital Content and Communications Assistant**

**Terms & Conditions**

**Salary:** £16,000 + 6% pension contribution

**Period of post:** This is a fixed term post until July 2020.

**Pension Scheme:** The Nerve Centre provides access to a Pension Scheme.

**Probationary Period:** The appointment will commence with a probation period of six months, which may be terminated at a month’s notice by either side during the period.

**Annual Leave:** 21 days per annum pro rata

**Hours of Business**

Monday - Friday, 9.00am to 5.30pm (including one hour for lunch each day)

The post-holder may be required to work outside the normal office and flexi-time hours. The post is for 37.5 hours per week.

**Office Location:** The post is based at the Nerve Centre, 7-8 Magazine Street, Derry~Londonderry, BT48 6HJ.

**Closing Date:** The closing date for receipt of completed applications is 12.00pm on Friday June 28 2019.

The completed Application Form and Recruitment Monitoring Form should be returned in an envelope marked CONFIDENTIAL and must be addressed to:

**The Monitoring Officer**

**Nerve Centre**

**7-8 Magazine Street**

**Derry~Londonderry**

**Northern Ireland**

**BT48 6HJ**

Applications can also be emailed to recruitment@nervecentre.org.

Copies of this application pack are also available from the Nerve Centre at the above address. Tel: 028 7126 0562 or email: recruitment@nervecentre.org.

**Shortlisting:**

Initial shortlisting will be carried out using the Essential Requirements in the Person Specification. Should further shortlisting be necessary, the Desirable Requirements will be applied in the order shown.

**Interviews:**

Interviews will be held at the Nerve Centre on Thursday 4 July.

**Digital Content and Communications Assistant - Job Description**

**Post:** Digital Content and Communications Assistant

**Purpose:** To assist in the delivery of the Nerve Centre’s marcomms strategy. This is a varied role and you will need to be flexible and willing to take on a range of tasks.

**Salary:** £16,000 + 9% pension contribution

**Reports to:** Manager of Communications &Digital Content

**Location:** Nerve Centre, Derry~Londonderry

**Main Duties and Responsibilities**

* To assist the communications team in creating and publishing digital content for a range of projects across social media, website and other online platforms owned by Nerve Centre or external clients
* Design and edit engaging images and graphics tailored to various web and social media requirements using Adobe Photoshop and other creative applications
* Generate original and imaginative ideas to contribute to the development, planning and implementation of communications and marketing campaigns
* Assist in keeping Nerve Centre’s social media presence and websites up-to-date and engaging
* Capture live events on social media through compelling photos, video and suitable use of Stories, live streaming and other types of coverage
* Management of online ticketing system for various events and sales reporting
* Drafting press releases, marketing copy and news stories/blog posts
* Draft and create e-newsletters
* Assist with social media monitoring and analysis
* Research new ways to raise the digital profile of Nerve Centre
* Support the monitoring and evaluation of our digital activity, using Google Analytics and other packages
* Help keep our contacts database up to date
* Respond to online enquiries regarding events, opportunities or services within Nerve Centre
* Support wider communications activity across the communications department when required. This may include helping with exhibitions and launches

**Person specification**

This is an entry-level position for someone with energy, enthusiasm and potential.

**Essential criteria:**

* Educated to degree level in marketing, communications, business studies or equivalent **OR** 1 years’ paid working experience in communications / digital content
* Experience of working on communications for an organisation or campaign, either in a voluntary or paid capacity
* Conversant in, and enthusiastic about, using social media platforms
* Strong creative design skills using Photoshop or other tools to produce graphics and visual content for social media and web
* Strong communication and interpersonal skills – able to articulate clearly verbally and in writing to a variety of people
* Strong administrative skills and a methodical approach to handling tasks and meeting deadlines

**Desirable criteria:**

* Articulate, engaging and accurate writing skills will be vital, together with confidence in copywriting and editing content for different audiences
* Able to use Microsoft Office programmes, in particular Word and Excel, to a good standard
* Basic knowledge of HTML and experience of using content management systems is desirable
* Good attention to detail
* Demonstrable interest in digital media
* Well organised with good initiative, able to think on your feet and prioritise in order to meet tight deadlines
* Ability to work well in a team, but also able to work independently
* Motivated, proactive, well-organised, reliable and willing to work flexibly
* Experience of the video editing tools and apps would be a bonus
* Keeping up to date with the shifting social media landscape, emerging platforms, new formats and cultural trends
* Eager to learn from your colleagues whilst also proactively contributing towards new ideas and creative content

Application form for the position of:

**DIGITAL CONTENT AND COMMUNICATIONS ASSISTANT**

|  |  |
| --- | --- |
| **1. Forename:** **Surname:** |  |
| **2. Address:** |  |
| **3. Contact number:** |  |

**4. Particulars of education after 11 years of age**

|  |  |
| --- | --- |
| Type of school, college of further education or university | Date of attendance |
|  |  |

**5. Particulars of qualifications obtained (GCSE, GCS, GSE, A Levels etc.)**

**Please state marks, grade of level qualifications as this may be used in shortlisting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Examining Body | Level of Qualifications Obtained | Subject | Marks or Grade |
|  |  |  |  |  |

**6. Particulars of professional Qualification obtained:**

|  |  |
| --- | --- |
| Title of Qualification | Date of Award |
|  |  |

**7. Membership of Professional Bodies:**

|  |  |
| --- | --- |
| Title of Professional Body | Date of Registration |
|  |  |

**8. Educational or professional studies currently in progress:**

|  |  |
| --- | --- |
| Name of Studies | Duration of studies |
|  |  |

**9. Details of present employment and position held:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of present employer (if any) | Date employment commenced | Position | Salary scale |
|  |  |  |  |

**10. Details of previous employment and positions held:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of previous employer(s) | Commencing and finishing dates | Position | Salary scale |
|  |  |  |  |

**11. Having read the job description and the specification carefully, please fully demonstrate how you meet the Essential Criteria listed below.**

* Educated to degree level in marketing, communications, business studies or equivalent **OR** 2 years’ paid working experience in communications:

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* Experience of working on communications for an organisation or campaign, either in a voluntary or paid capacity:

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* Conversant in, and enthusiastic about, using social media platforms:

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* Strong creative design skills using Photoshop or other tools to produce graphics and visual content for social media and web:

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|  |

* Strong administrative skills and a methodical approach to handling tasks and meeting deadlines:

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* Please include any additional information you would like to offer to further outline your suitability for this post having reviewed the Person Specification above:

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**12. Please provide particulars of any illness which incapacitated you for more than seven days during the last two years:**

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**13. Notice required to terminate your current position (if applicable):**

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**14. Applicants in response to a public advertisement are requested to give Names, Addresses and Occupations of two persons not related to them, to whom reference may be made. One of the Referees must be a previous Employer (if any) and both should be able to comment on the applicant’s ability to carry out the particular tasks of the job.**

Previous Employer (if any): Other:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Organisation/relationship to you |  | Organisation/relationship to you |  |
| Address |  | Address |  |
| Contact number |  | Contact number |  |

**15. In the event of being selected for interview, may we contact your present employer for a reference? Please tick:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

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 Nerve Centre. This post involves contact with children and adults in vulnerable situations. Any offer of employment will be dependent upon the nature of all and any information provided through an enhanced background check of the applicant with Access NI.

Signed:

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| --- |
|  |

Date:

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**Closing Date and Completed Application Forms**

The closing date for receipt of completed applications is 12.00pm on 28 June 2019.

Interviews will be held at Nerve Centre on 4 July.

The completed **Application Form** and **Recruitment Monitoring Form** should be returned in an envelope marked **CONFIDENTIAL** and **must** be addressed to:

**The Monitoring Officer**

Nerve Centre

Magazine Street

Derry ~Londonderry

N. Ireland

BT48 6HJ

Alternatively, completed and signed applications can also be emailed to: recruitment@nervecentre.org

**THE NERVE CENTRE IS AN EQUAL OPPORTUNITIES EMPLOYER**

**FOR OFFICIAL USE ONLY**

|  |  |
| --- | --- |
| REFERENCES TAKEN UP (Date) |  |
| REFERENCES RECEIVED (Date) | 1. | 2. |
| MEDICAL APPOINTMENT (Date) |  |
| RESULT |  | DATE |  |
| QUALIFICATIONS CHECKED |  | DATE |  |
| OFFER MADE (Date) |  |
| STARTING DATE |  |

**Employee/Applicant Monitoring Questionnaire**

**DIGITAL COMMUNICATIONS ASSISTANT**

**MONITORING QUESTIONNAIRE Private & Confidential**

**Ref No:**

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To Demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.



**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 nor**

**Roman Catholic Community**

**Please indicate whether you are: Female Male**

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 on file/application form.

Note: It is a criminal offence under the legislation for a person to “*give false information’ … in connection with the preparation of the monitoring return*”.