

IMPORTANT INFORMATION FOR APPLICANTS

Dear Applicant,

Thank you for your interest in the post of **Temporary Senior media and communications officer** at NWMF. Please read all the information you find in this pack as follows:

NWMF Mission Vision and Statement of core values

- NWMF Equal Opportunities Policy Statement and Privacy Statement
- Applicant Guidance Notes
- Job Application Form, Monitoring questionnaire
- A Job Description and Personnel Specification

NWMF requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring questionnaire.

If you write in any section of the Job Application Form “*see attached sheet or CV*”, or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.

Please note that one or more of the desirable criteria may be used by the panel for shortlisting purposes if required. We request the monitoring information to help NWMF promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of ethnicity or other beliefs.

We would like you to know that:

- only the Job Application Form is considered by the Recruitment Panel
- the Monitoring Questionnaire is retained for compiling statistical information;
- this procedure is approved by the Trade Union recognised by NICVA, SIPTU.

The successful candidate will be required to provide documentation to support the claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers preventing employment of undocumented workers.

Completed applications should be sent by **closing date 12.00 noon Thursday 22nd December 2022** to NWMF Director of Programmes by email to: info@nwmf.org.uk or delivered to the Director of Programmes, NWMF, 10 Fountain Street, Derry, BT48 6QX

PLEASE NOTE; shortlisting of candidates will take place on the 23rd of December with Interviews expected to be conducted on FRIDAY THE 30TH OF DECEMBER 2022

SUCCESSFUL APPLICANTS WILL BE EXPECTED TO START IMMEDIATELY IN THE NEW YEAR

Thank you

NWFM Vision, Mission and STATEMENT OF CORE VALUES

Vision

Our vision is to build a stronger, more inclusive and tolerant Northern Ireland where the needs of Black and minoritised and other disadvantage communities are met and their differences acknowledged and celebrated.

Mission

The North West Migrants Forum supports people from minority ethnic backgrounds by providing a much needed sense of acceptance, listening and acting through our common humanity to create and nurture reconciliation, human rights, social justice and a community where everyone is respected and celebrated regardless of ethnicity, colour, religious beliefs, sexual orientation and gender.

STATEMENT OF CORE VALUES

NWFM is a member-driven organization, we exist to maximize our resources in accordance with the organization's vision and mission statements. While our intent is to serve the membership, we are aware that NWFM actions may have implications beyond the group. In an effort to be thoughtful, careful and visionary about decision-making within NWFM we feel it is important to set forth the core values of the organization.

- i. The promotion of **RESPECT, ACCEPTANCE** and **UNDERSTANDING**.
- ii. **LEADERSHIP** - NWFM strives to be on the leading edge of resource sharing and collaboration between and among community/voluntary groups.
- iii. **COOPERATION & COLLABORATION** -NWFM recognizes the benefits that accrue to our members, our staff and our distinct user groups when we share our resources, expertise, time and energy.
- iv. **ADAPTABILITY** --NWFM intends to be a nimble, flexible and a dynamic organization, able and willing to adapt to the evolving needs of its members and the accelerating change in our society.
- v. **DIVERSITY** – NWFM members include multiple nationalities from different racialised minoritized groups, mixed race families and members of NI long standing traditions. NWFM recognizes that their members may have diverse missions, disparate resources and distinct needs. Decisions undertaken on behalf of the organization are made with the greatest respect and support of these differences.
- vi. **EDUCATION** –NWFM values the robust exchange of information and ideas, both among and between our own members, community groups, service providers, statutory organisations, policy makers and those outside of our target group but may work in partnership with us.

NWMF Equal Opportunities Policy statement

NWMF is an Equal Opportunities Employer and as such NWMF management will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that this policy is fully implemented. It is our policy to provide employment equality to all, irrespective of:

- Gender (including persons who intend to undergo, are undergoing or have undergone gender reassignment)
- Pregnancy or Maternity Leave
- Marital status or Civil Partnership or family status
- Religious belief
- Political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age
- Having or not having dependents

NWMF is opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

Our Equal Opportunities Policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully used to maximise the efficiency of the organisation. We are committed to:

- Promoting a good and harmonious working environment in which all persons are treated with respect and dignity.
- Preventing any form of direct or indirect discrimination or victimisation.
- Promoting equal opportunities for women and men.
- Securing fair participation all irrespective of ethnicity, religion, gender etc
- Promoting equal opportunities for people with disabilities.
- Promoting equal opportunities for the beliefs of all individuals.
- Promoting equal opportunities for black and racialised minoritised groups
- Promoting equal opportunities for people of different sexual orientation.
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice.
- Taking any necessary positive/affirmative action.

Any act which contravenes the equal opportunities policy and practice will be regarded as gross misconduct and could lead to disciplinary action including dismissal being taken against an employee in breach of the procedure.

Your right to privacy:

NWMF is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We protect your personal information and rights in accordance with accepted standards of best practice and our own policies.

We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process.

Application information is held for 6 months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.

Equal opportunities monitoring information is kept for 3 years from application to satisfy legal requirements in the case of unsuccessful candidates, and 3 years from the end of employment for successful appointees.

By submitting an application form to us, your information will be processed as outlined in the Staff Privacy Notice.

Applicant Guidance Notes

Please read the following guidance in full.

- Before completing the form, consider all aspects of the job and person specification and think about how all of your experience and skills gained from work or on a voluntary basis relate to each criterion specified for this post.
- Short listing for this post will be undertaken using only the information you have provided in response to each criterion below in the SHORTLISTING CRITERIA section of the application form.
- In responding to the criteria set out in the application form, you must demonstrate by **describing fully** how and to what extent you meet the experience sought by providing clear information and examples.
- In response to each criterion which requires experience of a certain length, **you must specify the job role, organisation name and relevant dates** of the experience gained.
- It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel **will not make assumptions** on job titles or the nature of the organisation as to the experience gained.
- **You are required to respond to each criterion below in no more than 200 words.**
- Please remember it is the quality of the responses given below along with precise details of where and when the experience was gained which will be considered by the panel.
- We recommend you proofread your application form before submitting it.

We hope you find this guidance helps you in completing the form set out below.

NORTH WEST MIGRANTS FORUM

POST:	Temporary Senior Media and Communications Officer (full time)
APPLICATION REF NO:	TSMC2022
CLOSING DATE:	12.00 noon on THURSDAY 22 ND DECEMBER 2022

This post is open to Job Share (see information for applications) This is not a Job Share post

Please complete all sections of this application using black ink or typescript.

PERSONAL PARTICULARS
Name:
Address:
Telephone Number for contact:
Email address for contact:

PRESENT EMPLOYMENT (if any)
Name and Address _____ of employer _____
<i>(Please state if this is your present or last employer)</i>
Post Held: _____
Dates of employment: From: _____ To: _____
Duties of Post: _____
Date Appointed: _____ Present Salary: _____ Period of Notice: _____

VOLUNTARY SERVICE OR COMMUNITY WORK

Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. (100 words max)

WORK EXPERIENCE

Please list, starting with the latest, any previous positions you have held which are relevant to the application, with the name of the organisation and a brief description of duties and relevant dates. **(200 words Max)**

SHORTLISTING CRITERIA - RELEVANT EXPERIENCE TO THIS POST

Please ensure you read the important guidance information in the Applicant Guidance Notes section above to assist you in completing this form.

Education

A Degree or equivalent qualification in relevant subject such as journalism or communications *(50 words Max)*

Experience

Essential:

1. A minimum of two years' experience working in a marketing or communications role. *(50 words max)*
2. Experience of media handling and good knowledge of news environment and current affairs. *(50 words max)*
3. Experience of creating and delivering PR plans. *(50 words max)*
4. Strong social media skills, comfortable with creating content for multiple channels. *(50 words max)*
5. Experience of developing and delivering internal communications - bulletins, events, newsletters, online forums, etc. *(50 words max)*
6. Experience of digital communications, including web development. *(50 words max)*
7. Experience of using social media such as Twitter, YouTube, Instagram, Facebook and TikTok. *(50 words max)*

8. Evidence of excellent, written communication skills. *(50 words max)*

9. Experience of Implementing a strategy and advisement. *(50 words max)*

10. Effective organisational skills and ability to prioritise workload *(50 words max)*

11. Proven ability to work with minimum supervision and use own initiative to complete duties and tasks *50 words max)*

12. Experience in using Microsoft Office packages particularly, Word, PowerPoint and Outlook *50 words max)*

Skills

Essential:

1. Demonstrable experience of internal communications in the context of supporting organisational change and an understanding of how internal communications contributes to supporting successful transformation. *(50 words)*

2. Excellent communicator, having the ability to engage with Black and racialised minoritized people and the public, media agencies and external partners *50 words max)*

3. Strong IT and media editing *50 words max*)

4. Evidence of ability to understand complex information and legislation. *50 words max*)

5. Research skills related to policy and immigration issues *50 words max*)

6. Experience of working as part of a flexible team and sharing knowledge (*50 words*)

Disarable;

1. Sound knowledge of the Black and racialised minoritized sector in Northern Ireland (*50 words max*)

REFEREES

All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.

1 Name:
Address:
Position:

2 Name:
Address:

NWMMF EQUAL OPPORTUNITIES MONITORING FORM
IN STRICTEST CONFIDENCE

Ref no: TSMC2022

1 Perceived Religious Affiliation

Please specify _____

2 Gender

Please specify _____

3 Marital Status

Please specify _____

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

YES NO

5 Age Band

16-20 21-30 31-40 41-50 51-60 61-65 65 +

6 Ethnicity

(please specify) _____

7. Nationality

Please specify _____

8. Country Of Origin

Please specify _____

7 Other Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

NWMF website

Communityni Website

NIJobfinder Website

INDEED

NIjobs

Social Media

Other

If Other, state where: _____