**Application Form**

**Job Title: Communications and Information Officer**

**Job tenure:** Two Year Fixed Term Post with possibility of renewal (subject to a probationary period of six months)

**Hours:** Part Time 3 days a week

**Annual Salary** Salary: Support A point 6: £30,300 pro rata including London Weighting.

**Responsible to:** ABColombia Programme and Advocacy Manager

**Please note that the spaces on this form for your answers can be increased or decreased.**

Name

Address

Postcode

Phone

Email

**Education and Training (most recent first)**

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| --- | --- | --- | --- |
| Dates | Name of Institution  | Course | Qualifications  |
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**Employment history**

\*No approach will be made to your present or past employer before an offer of employment is made to you. Please put the most recent first.

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| --- | --- | --- | --- |
| **Dates** | **Present & previous employers starting with the most recent include full name of organisation and address/country** | **Job title and responsibilities and key achievements**  | **Reason for leaving**  |
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**Please tell us about other unpaid work (e.g. volunteering) you have done and about the skills you used and/or learned:**

**Please tell us why you are interested in applying or this post**

**What Research on and/or work experience (voluntary or paid) in Latin America have you done?**

**What do you think are the main human rights issues in Colombia today?**

**Supporting Evidence**

**Please address the following headings: all are required specifications for this job. Ensure that you explain the experience you bring your skills and abilities in each of the areas**

1. **Knowledge and experience of website maintenance**
2. **Knowledge and experience of using social media for an organisation.**
3. **Experience of social media campaigns**
4. **Experience of research and information gathering in public policy or similar environment.**

**Fluent in Spanish and English**

**Please tick yeas or no. There will be a test on the day.**

**Yes ……**

**No…….**

**Experience in summarising information from a variety of sources (in English and Spanish).**

**Please tick yeas or no. There will be a test on the day.**

**Yes ……**

**No…….**

**Efficient and well-organised with ability to record accurately, e.g. taking minutes**

**Please provide details of your computer literacy, including MS Office skills, use of online resources and website- administration, and ability to use social media (Twitter, Facebook, Instagram, YouTube and LinkedIn)**

**Experience of working to deadlines and demonstrable ability to use initiative and prioritise work effectively under pressure.**

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.

Name ……………………………………..…………………

Signature .................................................. Date …………………………..

Once you have filled in the form please save in PDF before returning it. Thank you.