**JOB APPLICATION FORM – Part B**

**Please complete and submit Part A and Part B of the application**

**CONFIDENTIAL**

The information supplied on this application form will be used in the selection of employees at Arts Council of Wales. All information will be treated as confidential.

**JOB TITLE – International Digital Communications Officer**

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| **PERSONAL DETAILS** | Surname | Initials |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974?  Yes  No |
| If YES, please describe the offence(s) and date(s) of conviction: |

Referring to each of the criteria listed in the Knowledge, Experience and Attributes section of the job description, please state in the form below how your experience and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid, voluntary work. The criteria are split in to essential and desirable elements. The short-listing panel will need to know how you meet the requirements and will base their decision on the information you provide.

Please note that the boxes will expand as you write in them.

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| **KNOWLEDGE** | | |
| **Essential** | Sound knowledge of digital media in Wales, UK and Internationally |  |
| **Essential** | An understanding of international, national and local government structures |  |
| **Essential** | An enthusiasm for the arts in Wales and internationally |  |
| **Desirable** | Experience of influencing others internationally through good communications |  |

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| **SKILLS** | | |
| **Essential** | Highly developed IT skills |  |

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| **EXPERIENCE** | | |
| **Essential** | Relevant degree and/or previous professional experience gained via employment in a relevant media role |  |
| **Essential** | Proven previous experience gained by extensive practice in a digital/ social media / PR role, including evidence of managing media relations and successfully developing and implementing innovative PR strategies |  |
| **Essential** | Experience of communicating internationally |  |
| **Desirable** | Experience of communicating and influencing internationally |  |
| **Desirable** | Experience of working for an international organisation |  |
| **Desirable** | Experience of diverse international audiences and cultural practices |  |

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| **ATTRIBUTES** | | |
| **Essential** | Impeccable writing and grammar, able to confidently converse both written and orally in Welsh and English |  |
| **Essential** | The capability to liaise with clients and customers at all levels, building key relationships with media agencies including print/online broadcasters, advertisers and graphic designers |  |
| **Essential** | Creative flair and a keen eye for initiating new, fresh and innovative digital, social media and PR solutions |  |
| **Essential** | Coolness under pressure, with the ability to weigh up differing priorities and demands, reach decisions and make recommendations |  |
| **Essential** | Excellent time management and organisation skills |  |
| **Essential** | The aptitude to think strategically and develop priorities |  |
| **Essential** | Commitment to equal opportunities |  |
| **Essential** | Frequent requirement to travel and/or work outside of normal hours |  |

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| **WELSH LANGUAGE** | | |
| **Essential** | Fluency in Welsh (both written and spoken) |  |
| **Desirable** | Fluency or good knowledge of any foreign language |  |

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| Please return this completed form, along with Part A of the application, electronically to: [**HumanResourcesDepartment@arts.wales**](mailto:HumanResourcesDepartment@arts.wales)    or by post to:  **The Human Resources Department**  **Arts Council of Wales**  **Bute Place**  **Cardiff**  **CF10 5AL**  Application forms and references (if requested) are kept for six months in case of other vacancies, and are then destroyed, unless you specifically ask that your details are destroyed sooner. All information will be treated in a confidential manner and seen only by those involved in the recruitment process. Any copies made will be destroyed after interview. If successful, an application will be retained electronically in the personnel file by the Human Resources Department. No other copies will exist. Notes made at shortlisting and at interview will be destroyed after the interviews are completed. The only further information stored after interview will be the reason why an applicant was not appointed. Interviewees are welcome to contact the Human Resources Department to request feedback about their interview. |
| To the best of my knowledge the information on this form is correct. I give my consent to the information provided by me on this form being used in the ACW recruitment process.  **Signature:** **Date:** |
| The Arts Council of Wales is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.  It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  For further information you may contact Alyn Coleman, Head of Finance & Accounting Services, at [alyn.coleman@arts.wales](mailto:alyn.coleman@arts.wales) |