Application Form

DEAL’s Communications Lead

Thank you for your interest in working with DEAL. To apply for this role, please download and complete this form and send it, along with a copy of your CV, to recruitment@doughnuteconomics.org

## Guidance on completing this application form:

* It is very important that you do not complete this application form online. You will need to download it as a word document and then attach it to your email along with your CV.
* Please complete this form using Arial font, with text no smaller than 11pt in size, and stick to the word count for each question.
* Refer back to the [Job Description](https://www.dropbox.com/s/yza7fqf2eghjcis/DEAL%27s%20Communications%20Lead%20-%20Job%20Description.pdf?dl=0) to help you complete the sections in this application form fully.
* If you have difficulty completing this application form, please get in touch with us to discuss an alternative method of applying.
* The information you provide on this application form will be treated as confidential and in line with GDPR (see below for more details).

## Deadline

5pm (UK time) on Tuesday, 18th October 2022 (NB we will not be able to accept late applications).

## Personal Details

| **First name** |  |
| --- | --- |
| **Surname** |  |
| **Pronoun (e.g. they/them, she/her, he/him)** |  |
| **Email address** |  |
| **Phone number** |  |
| **Home address** |  |
| **Preferred method of contact** |  |
| **If selected for an interview, are there any accessibility-related adjustments we can support you with? Please provide detailed information.**  |  |
| **Where did you hear about the role?** |  |
| **Are you based within -3/+3 hours of Coordinated Universal Time (UTC)? Please specify your country of residence.** |  |

##

## Your Application

##### 1. Please introduce yourself and let us know why you are applying for this role

*250 words maximum*

|  |
| --- |

#####

##### 2. Please share links to a few relevant examples of your work, such as social media posts, short blogs or articles, short videos, images and/or audio recordings.

*We recommend 3-5 examples maximum (we can’t to read or watch very long pieces)*

|  |
| --- |

##### 3. From what you can see of DEAL’s current [website](https://doughnuteconomics.org/), [newsletter](https://doughnuteconomics.org/newsletter) & social media communications, please give us three suggestions of how you think we could improve our digital communications.

*250 words maximum per suggestion*

| **Suggestion 1** |  |
| --- | --- |
| **Suggestion 2** |  |
| **Suggestion 3** |  |

#####

##### 4. Additional information

If you have any other skills, experience or qualities relevant to this role, please share the highlights below, along with any other information that you’d like to share with us.

*300 words maximum*

|  |
| --- |

## Referees

Please give the names, email addresses and telephone numbers of two people who can act as referees. At least one should be a current or recent employer. We will not contact your referees without your consent.

|  | **Referee 1** | **Referee 2** |
| --- | --- | --- |
| **Name**  |  |  |
| **Relationship to you** |  |  |
| **Organisation (if applicable)** |  |  |
| **Phone number** |  |  |
| **Email address** |  |  |
| **How long have you known them for?** |  |  |

## Equity and Diversity Form

We are committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds both within our community and team.

##### \*\* This will not be used to select candidates \*\*

The data you provide will be used to monitor whether we are receiving applications from candidates across the whole of society. If there are differences in application and success rates it will enable action to be taken to ensure that no group is treated unfairly.

##### \*\* This is entirely voluntary \*\*

Your response will be kept completely separate from your application and your answers will be treated confidentially and anonymously and will not affect your application in any way.

**To submit your answers,** [**click here to fill out a short survey**](https://docs.google.com/forms/d/e/1FAIpQLSfxbhtflMU7fsb4bNASFu5pfAXPedEN4MZ53ESyLMasX4zLRQ/viewform)**. If you do not wish to submit any responses, please skip this and sign below.**

## Privacy Notice

We will only use the personal data for the purpose of proceeding with the job application process. Applications from unsuccessful applicants will be kept on file for six months before being destroyed. By signing this form, you consent to your personal data being processed and kept for the purpose described in [DEAL’s Privacy Notice](https://doughnuteconomics.org/privacy-notice) in accordance with GDPR.

## Right to work

This is a remote-working role, based within -3/+3 of Coordinated Universal Time (UTC).

If based in the UK we will offer an ongoing employment contract, subject to funding and strategy and we will need to check that you are eligible to work in the UK before you start work.

If based outside the UK, employment is likely to be via a self-employment contract but we will explore other possible options depending on where you are based. We will also need to check that you are eligible to work in the country that you will be based.

## Declaration

I confirm that the information provided on this application is true and correct. I understand that providing false information or withholding relevant information can lead to my application being rejected or my role being terminated if an appointment has already been made. I understand that the private information will be treated in line with [DEAL’s Privacy Notice](https://doughnuteconomics.org/privacy-notice) in accordance with GDPR.

## Signed:

## Date: