SUPPORTING STATEMENT TEMPLATE

**POST: Audience Engagement and Social Media Assistant**

**DEPARTMENT:** **Editorial**

**CANDIDATE NAME:** Click here to enter text.

This form supplements your CV and must be completed in order to be considered for the role for which you have applied.

Please answer questions 1 and 2, as well as complete the template below to provide evidence of how you meet the person specification for the above post. This form should be emailed, with your CV and equal opportunities form, to [hr@rcni.co](mailto:hr@rcni.co)m before the specified closing date for the post.

If you have any questions, please contact HR.

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| 1. Do you have a kinship/relationship with an RCNi board or staff member? Please answer yes or no.   If yes, please state name and relationship | Click here to enter text.  Click here to enter text. |
| 1. Have you been convicted of a criminal offence not spent under the rehabilitations of offender’s act? Please answer yes or no.   If yes, please give details | Click here to enter text.  Click here to enter text. |

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| EDUCATIONAL REQUIREMENTS | **EVIDENCE** |
| **Essential**  GCSE English and Maths or equivalent | Click here to enter text. |
| EXPERIENCE | **EVIDENCE** |
| **Essential**  Experience of using Instagram, Twitter, Facebook, and LinkedIn  **Desirable**  Experience of working within a social media/audience engagement environment  Experience of researching content topics, hashtags, and other emerging social media trends. | Click here to enter text. |
| SKILLS & KNOWLEDGE | **EVIDENCE** |
| **Essential**  Able to work to tight deadlines and manage time efficiently  Able to use Google Analytics and Google Sheets  Able to use Microsoft Word, Excel  Able to use electronic diary and email  Ability to demonstrate experience of data entry  Ability to demonstrate good written and verbal communication skills  Able to work in a team  Ability to work on own initiative  Able to demonstrate good organisation skills | Click here to enter text. |
| **OTHER REQUIREMENTS** | **EVIDENCE** |
| **Essential**  Knowledge and understanding of equal opportunities and diversity | Click here to enter text. |

**Declaration**

By completing and returning this form, I certify that I have the right to work in the UK and that the information provided is correct and agree that if my application is successful it should form part of the basis of my engagement. I authorise RCNi to check the information that I have supplied as deemed reasonable by RCNi. I understand that falsification of qualifications or any other information may lead to my dismissal without notice. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.