##### TU Dublin Students Union Application Form for the Post of

**Communications Executive**

To be considered for the post of Communications Executive with TU Dublin Students’ Union CLG candidates must submit this completed application form.

Please email your **CV and completed application form** to recruitment@tudublinsu.ie **before Tuesday 21st January 2025 at 10 am**. Please state in the subject line the position applied for – **Communications Executive**

It is the responsibility of each candidate to ensure that all relevant information is provided. Due to limited resources, feedback will only be given to candidates who have been shortlisted for interview.

*TU Dublin SU CLG is an equal opportunity employer and endeavour to ensure that our recruitment and selection process is carried out fairly and based on job related criteria*.

We would like to thank you for the interest you have shown in this post, and we look forward to receiving your application form.

Yours sincerely

TU Dublin Students’ Union Team

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| PERSONAL DETAILS |
| First Name |  |
| Surname |  |
| Phone Number |  |
| Email Address |  |
| Are there any restrictions on your right to work in Ireland?[[1]](#footnote-2) |  |
| If successful, when could you take up the post? |  |

*Please note email address will be the preferred method of communication.*

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| **CURRENT OR MOST RECENT ROLE** |
| Name of Organisation |  |
| Position Held |  |
| Date Started  |  | Leaving Date |  |
| **Brief description of Role (75-125 words)** |
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| **RELEVANT EDUCATION & TRAINING** **Please outline any formal education first and then any relevant courses, training or professional development you may have undertaken** |
| **Name of School or Institution**  | **Date(s) of Attendance** | **Title of Award/ Qualification**  |
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| **Please outline any volunteering experience relevant to the role** |
| **Name of Organisation** | **Dates Involved** | **Role** |
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| **ESSENTIAL EXPERIENCE** ***Max 200 words for each answer***Given the nature of this role, please include relevant examples of your work to illustrate your answers, such as links to websites or portfolio work, publicity materials.  |
| **Please outline the details of the required three-years full time relevant experience in a Communications role** |
| **Please outline your proven experience of developing and delivering on a Communications Plan or Strategy with clear metrics of success** |
| **Please outline your experience in creating and managing content for websites and social media campaigns for both organic reach and paid campaigns** |
| **Please outline your understanding of the importance of brand, tone and ability to convey complex messages while writing for different media and audiences** |
| Please outline details of a project you have led/worked on that you feel best showcase your communications skills.  |

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| **Please give a brief outline of why you are interested in applying for this role with TU Dublin Students’ Union.** **(Max 200 words)** |
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| **Please give a brief outline of how you meet the skills and experience criteria outlined in the Job Description****(Max 200 words)** |
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| REFEREES |
| **Names, addresses and telephone numbers of three referees, one of whom must be your current or most recent employer.****(References will not be contacted without your prior approval).** |
| 1. | Tel: |
| 2.  | Tel: |
| 3.  | Tel  |

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| **Data Protection**  |
| The information given in this form will remain private and confidential and will be used for the purpose of recruitment and selection. TU Dublin SU CLG will hold personal data in relation to successful applicants for administration purposes. Processing will take place in accordance with the provisions of the Data Protection Act. By submitting you are giving your consent for this information to be processed. Information relating to unsuccessful applicants will be destroyed as soon as possible, and no later than six months from the date of each appointment. |

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| **DECLARATION**  |
| By submitting this application form, I declare that the information set forth in this application form is, to the best of my knowledge, true and complete |

This is a 5 day a week position with a 6-month probation period, based in Dublin. This is a recruitment for a specified purpose contract to cover a maternity leave.

The closing date for receipt of completed application form and up-to-date CV by **Tuesday the 21st of January 2025, at 10 am.**

**Late applications will not be reviewed.** Interviews will be taken in person at a Dublin City location on **Monday, the 27th of January 2025**. Further details will be given to those candidates who are shortlisted for interview. Canvassing is strictly prohibited.

Due to limited resources, feedback will only be given to candidates who have been shortlisted for interview.

1. We are not able to offer sponsorship. [↑](#footnote-ref-2)