

Children in Scotland Application Form: Communications Officer

Vacancy: Communications Officer

You can find full details of the vacancy on the Children in Scotland Website here: <https://childreninscotland.org.uk/CommsOfficerJuly26>

Please download the recruitment pack for further information that will support you in completing this application: <https://childreninscotland.org.uk/wp-content/uploads/2026/07/Recruitment-pack-CommsOfficerJuly26.pdf>

Closing Date for applications: 9am on Wednesday 12 August 2026

Interviews will be held on Thursday 27 August in the Children in Scotland office.

Children in Scotland values the contribution of all our staff, whatever their background. We do not tolerate discrimination. Our recruitment decisions are based on fair, open processes, with appointment on merit. We welcome applications from everyone.

Children in Scotland wishes to ensure that selection of candidates for posts is thorough, fair and in line with our Equality, Diversity and Human Rights Policy. It is therefore essential that you complete the application form fully.

Some of the information in this application form, for example, personal details, will not be shared with the shortlisting panel. Sections that will be removed will be clearly labelled in the following form. You will be assigned a candidate number and we will only reattach your personal details and share with the interview panel after shortlisting for interview has taken place. This is to ensure that candidates are not discriminated against as a result of any information supplied.

Candidates shortlisted for interview will be required to produce proof of identification and proof of eligibility to work in the UK (details will be provided). A verification check will be carried out prior to the interview.

In order to ensure you do not lose any of your work when completing this form, please complete the form in one go. To enable you to prepare your answers in advance, we have provided a PDF of the application form below so you can see the questions that are included in the application.

You can find a PDF of the full application here: <https://childreninscotland.org.uk/wp-content/uploads/2026/07/Application-form-PDF-CommsOfficerJuly26.pdf>. If you prepare your answers in a different application and paste them into the form, please ensure that you check character / word counts for each section.

Questions that are essential are marked with an asterisk. Applications are shortlisted based on the criteria for the role. Please ensure that any previous employment, voluntary work or qualifications that you refer to in your examples are detailed in the relevant section of the application form.

If you have any questions or encounter any problems completing this application form please do not hesitate to contact

Personal information

Your Data

By continuing with this application you consent to all information provided in this application being held and processed for the sole purpose of recruitment and selection within Children in Scotland and retained for a period of up to six months from the interview date.

This data will be held securely by us in line with our privacy policy (<https://childreninscotland.org.uk/privacy-policy/>). You can find out about your data protection rights and how to exercise them at this link.

We will not share your personal data with anyone outwith Children in Scotland and those individuals who form part of the interview panel. We use Microsoft Forms as our job application platform. Your details will be stored with them in line with their privacy policy.

Full name *

Full home address, including post code *

Email address *

Phone number *

How do you wish to be addressed? *

Preferred pronouns *

Do you need a work permit to work in the UK? *

☐ Yes

☐ No

If appointed, how soon could you join us? *

Our interview date is advertised as Thursday 27th August 2026. Please indicate your availability on this day, and we will try to accommodate this should you be invited to interview.

If you are not able to attend in person, we may be able to offer an online interview.

If you are not able to interview on this day please leave a note here, including suggestions for alternative dates.

This information will not be shared with the panel until after the shortlist has been made, and while we will do our best to accommodate your requests, we cannot guarantee we will be able to offer an interview at an alternate date. *

Advertising: How did you become aware of this post? *

☐ Children in Scotland Website

☐ Goodmoves

☐ Indeed

☐ Social Media

☐ Other

Specific Requirements and References

Specific Requirements

Children in Scotland is committed to a policy of equal opportunities for applicants and staff with disabilities.

Should you be invited to interview, we wish to ensure that all facilities necessary to enable you to participate fully in the interview and any other assessment exercises are available to you. When inviting you to interview we will ask you if you have any specific requirements. We do not ask for this information in the application process.

If you feel you wish to discuss requirements or share details with us you can let us know at any stage in the recruitment process, by emailing recruitment@childreninScotland.org.uk. Details of any request will only be shared in order to put any adjustment in place and with your consent.

This is for your information only. It is not necessary to provide any details when completing the application form.

References

Please give contact details for at least two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment. They should have had some managerial responsibility for your work although we accept that, for some employers, it is policy for Human Resource Departments to provide references.

We will not contact referees until after the interview, and will seek your permission before contacting them. Referees of successful candidates will be contacted by email in the first instance. Please ensure you provide an email address for your referee in the space below.

Referees should not be colleagues, people you manage, friends or relations.

If you have difficulty in obtaining an employer's reference, for example if you are a student or returning to work after a long period of absence, please provide details in the notes box below. If this is your first employment a tutor's reference or similar will be acceptable. References regarding unpaid positions will be welcomed. Referees should not be relatives or friends.

Referees will be provided with a copy of the job description and criteria for the vacancy.

For successful candidates references may be verified by contacting the referee or another appropriate person from the referee's organisation.

Please note that the details of your referees will not be shared with the shortlisting panel.

Reference 1: Name *

Reference 1: Job title and organisation *

Reference 1: Contact details - address, phone number and email address *

Reference 1: Relationship to applicant *

Reference 2: Name *

Reference 2: Job title and organisation *

Reference 2: Contact details - address, phone number and email address *

Reference 2: Relationship to applicant *

Please use this space for any notes relating to your references.

Qualifications

Please provide details of relevant qualifications.

Essential qualifications for the role will be listed in the criteria.

Where no qualifications are listed there is no specific qualification or level of education that is required for the role. However, if you refer to skills and experience related to your qualification(s) in your response to the Information in support of your application section below, please include them here.

Qualification 1: Date

Qualification 1: Institution and Awarding Body

Qualification 1: Subject(s) studied

Qualification 1: Qualification and grade/class of degree obtained

Add another qualification?

☐ Yes

☐ No

Qualification 2

Qualification 2: Date



Qualification 2: Institution and Awarding Body

Qualification 2: Subject(s) studied

Qualification 2: Qualification and grade/class of degree obtained

Add another qualification?

☐ Yes

☐ No

Qualification 3

Qualification 3: Date



Qualification 3: Institution and Awarding Body

Qualification 3: Subject(s) studied

Qualification 3: Qualification and grade/class of degree obtained

Please enter details of any further relevant qualifications

Training

Is there any training that you have undertaken that you wish us to be aware of?

Please provide details of training

Current or most recent employment

Please give as much detail about your current or most recent post as possible.

Name of organisation *

Address *

Job title *

Date from *

Date to *

Current Salary *

Reason for leaving *

Brief description of duties *

Work history 1

Please give details of paid employment you have held, beginning with the most recent and accounting for any gaps.

Work history 1: Name of organisation

Work history 1: Address

Work history 1: Job title

Work history 1: Date from

Work history 1: Date to

Work history 1: Reason for leaving

Work history 1: Brief description of duties

Add more work history? *

☐ Yes

☐ No

Work history 2

Work history 2: Job title

Work history 2: Name of organisation

Work history 2: Address

Work history 2: Date from

Work history 2: Date to

Work history 2: Reason for leaving

Work history 2: Brief description of duties

Add more work history? *

☐ Yes

☐ No

Work history 3

Work history 3: Name of organisation

Work history 3: Job title

Work history 3: Address

Work history 3: Date from

Work history 3: Date to

Work history 3: Reason for leaving

Work history 3: Brief description of duties

Add more work history? *

☐ Yes

☐ No

Work history 4

Work history 4: Name of organisation

Work history 4: Job title

Work history 4: Address

Work history 4: Date from

Work history 4: Date to

Work history 4: Reason for leaving

Work history 4: Brief description of duties

Please detail further relevant work history, including the name of the organisation you worked for and the dates, and a brief description of duties

Unpaid work

Please share details of experience you have gained through unpaid work (please include organisational details and dates if relevant).

Skills and experience from unpaid work

Information in support of application

This section is for you to demonstrate why you are suitable for this post.

We would like you to use the STAR technique to structure your answer to this question, providing a response to each of the criteria listed in the recruitment pack for this role.

The STAR technique is:

- Situation: Describe the situation and when it took place
- Task: Explain the task and what was the goal
- Action: Provide details about the action you took to attain this.
- Result: Conclude with the result of your action

Your responses relating to the criteria will form the basis for shortlisting for interview. Please ensure that any previous employment, voluntary work or qualifications that you refer to in your examples are detailed in the relevant section of the application form above.

Please use no more than 200 words per section. The form will allow more than this so please double check your answers.

Experience in writing for websites, copyediting and proofing to a high professional standard. *

Experience of delivering communications and marketing activities across digital channels (website, social media, email marketing) and managing websites within accessibility and organisational brand guidelines. *

Ability to work both independently and in partnership with internal colleagues and external stakeholders, demonstrating leadership on communication and marketing plans and activities. *

The ability to effectively plan work and use project management methodology to meet agreed timescales and objectives. *

A commitment to using communications channels and activities to provide a platform for the voices of children, young people, families and those with lived experience. *

An understanding of the importance of organisational values and an ability to embed them in all activities. *

Equal Opportunities

Children in Scotland recognises that the promotion of equality, diversity and human rights is fundamental to good governance and management practices, and that this practice supports Children in Scotland to achieve its strategic outcomes.

In order for us to check whether the objectives of the Policy are being met, we need to monitor our recruitment process, which involves gathering information from applicants. This will help us assess our performance in respect of equal opportunities and identify areas where positive action is needed.

Results of this part of your application will be stored separately for a maximum period of six months. The information is confidential and is not seen by the shortlisting panel or the interview panel. It will only be used to monitor our recruitment and selection process.

If you do not wish to fill out this form, or any individual sections of the form, this will in no way affect your application. Please choose the prefer not to say option.

Gender: How would you describe your gender identity? *

- ☐ Woman
- ☐ Man
- ☐ Prefer not to say
- ☐ Other

Gender: do you identify as a transgender person? *

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Age: please choose the appropriate box. *

- ☐ 16-20
- ☐ 21-30
- ☐ 31-40
- ☐ 41-50
- ☐ 51-60
- ☐ 61-65
- ☐ Over 65
- ☐ Prefer not to say

Religion/Belief: What, if any, religious or belief group do you belong to? Please specify in the 'other' box below. *

- ☐ None
- ☐ Prefer not to say
- ☐ Other

Ethnicity: Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please specify in the 'other' box. *

- ☐ Prefer not to comment.
- ☐ Other

Nationality: How would you describe you nationality? Please specify in the 'other' box. *

- ☐ Prefer not to comment
- ☐ Other

Disability. Definition of disability: A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities (Equality Act 2010).

Do you consider yourself to have a disability? If yes, please specify in the box below. *

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

If yes, please specify: *

Sexual Orientation: How would you describe your sexual orientation? *

- ☐ Bisexual
- ☐ Gay man
- ☐ Heterosexual / Straight
- ☐ Lesbian / Gay woman
- ☐ Prefer not to say
- ☐ Other

Comments: Do you have any comments on our monitoring form? Feedback is welcomed.

Submit your application

By submitting this application, you confirm that the information you have given on this form is correct and that you know that any misleading statements may result in your dismissal if they become known after appointment.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

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