*[Office use only: Applicant Number ……]*

**GCOMS UK – COORDINATOR**

***Application Form***

***Closing date: 5pm on Friday 28th July 2023.***

Please complete the following with a relevant example or examples from your past work/voluntary activities.

You may use additional sheets if required. NB 300 words max. per item.

|  |  |
| --- | --- |
| **Please explain your motivation for applying for this role** |  |
| ***Essential Criteria*** | ***Example(s)*** |
| Ability to write engaging, accurate copy and use social media to promote resources, at least including Twitter, Facebook, and LinkedIn |  |
| Ability to work autonomously to deadlines |  |
| Ability to use basic design software (e.g. Canva, InDesign, Scribus or similar) |  |
| Interest in and support for GCOMS’s main aim, i.e. to challenge the priority given by governments to military spending rather than environmental and social programmes. |  |
| Manage bank account and basic book-keeping/reporting to funders. Assist with funding bids. |  |

|  |  |
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| ***Desirable criteria*** | ***Example(s)*** |
| Ability to use further social media channels, such as Instagram or Mastodon |  |
| Ability to produce simple videos and/or podcasts using basic audio-visual skills |  |
| Ability to administer online petitions |  |
| Ability to develop relationships with partner organisations and journalists |  |
| Knowledge of and/or experience of working in ‘green’, ‘peace’ or ‘social justice’ non-governmental organisations |  |
| Knowledge of relevant politics and economics |  |

Please email your completed application form to admin@demilitarize.org.uk before the deadline (28th July). As an attachment in .doc, .docx, .odt or .pdf format.

There is no need to add your name to this application form; shortlisting will be done anonymously.