**Diagram

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**Application form for Communications Manager**

**About the application process**

* The Sex Education Forum’s recruitment and selection process is based on equal opportunities.
* To apply for the role Communications Manager please answer the questions in the application form, keeping within the word limits.
* Once received, the personal information will be separated from the other questions so that we can make our recruitment as unbiassed as possible.
* Please submit all pages of the completed form in a single word document. Use subject title ‘Communications Manager’ for your email.
* Do not send in a CV at this stage. Shortlisted candidates will be asked to send in a CV detailing work history and education / qualifications history and providing the names of two referees.
* Email the completed word documents to [info@sexeducationforum.org.uk](mailto:info@sexeducationforum.org.uk) by **midday on** **Sunday 6 July 2025**
* Receipt of your application will be acknowledged. Only shortlisted candidates will be contacted about the progress of their application. Thank you for taking the time to apply.

**Key dates**

**Deadline to apply:** Sunday 6 July 2025 (midday)

**Interviews:** Friday 11 July (online) and Monday 21 July 2025 (2nd round)

**Section 1: Personal information**

|  |  |
| --- | --- |
| Full name |  |
| Email address |  |
| Telephone number |  |
| Address |  |
| Please confirm that you are eligible to work in the UK |  |
| Do you have any access needs to support your participation in an online interview? |  |

**Now continue to the next page**

**Section 2: Application questions**This section includes 6 questions. Each should be answered within the maximum number of words.

This is your opportunity to tell us about your skills and strengths and how you use them in specific situations that are relevant to this role. We also want to find out more about why you are interested in the role.

**Question 1:**

Can you describe a strategic communications activity or project that you carried out and are particularly proud of? Please explain the objectives you aimed to achieve, the key information or research you used to guide your work, and the results or impact it had. Please highlight how your skills and strengths contributed to the success of the activity / project.

**Maximum 250 words**

**Question 2**

What challenges do you anticipate when selling memberships of the Sex Education Forum to teachers and other educators? How would you use your skills to identify and implement effective marketing strategies for Sex Education Forum membership, given that SEF is a small charity with limited marketing resources.

**Maximum 200 words**

**Question 3**

Please share an example of a media story that you have successfully pitched to print or broadcast media. What steps did you follow to mitigate risks and ensure a good outcome, and how did you use your interpersonal skills to contribute to the success of the pitching.

**Maximum 200 words**

**Question 4**

Tell us about how you approach accessibility within digital communications skills, giving an example of how you have worked with others to increase the accessibility of digital communications.

**Maximum 200 words**

**Question 5**

Please consider the following scenario. A young person is preparing to deliver a speech at a Sex Education Forum event. You are tasked with co-producing a communications package to extend the reach of the content of the speech to wider audiences. What strategies would you use to a) support the young person to have a meaningful role in the co-production b) ensure the communication is high quality and aligned with the Sex Education Forum values and principles?

**Maximum 250 words  
  
  
  
Question 6**

What interests you about this role and the opportunity to work at the Sex Education Forum? In your response, please highlight any relevant skills or strengths you haven’t yet mentioned in your previous answers.

**Maximum 200 words**