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| Application for  **Communication Officer** | CLOSING: **Monday 29th September 2025**  5:00pm  Salary £28,000 |
| Please complete & email to:  [rob.parry@incc.wales](mailto:rob.parry@incc.wales) | INCC,  Science Centre  c/o National Botanic Garden of Wales  Llanarthne  Carmarthenshire  SA32 8HG |

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| **1 YOUR PERSONAL DETAILS** | |
| **Surname** |  |
| **First Names** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

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| **2 PRESENT OR MOST RECENT EMPLOYMENT** | |
| **Employers Name and Address** |  |
| **Position Held** |  |
| **Dates of Joining and Leaving** |  |
| **Period of Notice Required** |  |
| Please give a brief description of the duties and responsibilities you carry/carried out: | |
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| **3 PREVIOUS EMPLOYMENT / VOLUNTEERING** | | |
| **Dates**  **(From…To)** | **Employer Name**  **and Address** | **Please give a brief description of the position, duties and responsibilities and your reason for leaving** |
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| **4 TRAINING, QUALIFICATIONS AND OTHER LEARNING** | |
| Please give details of any relevant courses you have taken and qualifications you gained, including specialist in-house training, short courses etc. and any course(s) you are currently undertaking. | |
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| **Brief Description of Course and Details of Awarding Body** | **Dates** |
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| **5 DRIVING LICENCE** |  |
| **Do you have a full, current, driving license?** |  |
| **Do you have a car that you can use for business?** |  |

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| **6 CRIMINAL RECORD** |
| **Please give details of any unspent criminal offences in accordance with The Rehabilitation of Offenders (Exceptions) Order 1975 and/or (Northern Ireland 1979.** |
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| **7 INFORMATION SPECIFIC TO THE POST** |
| Before completing this section, please read the accompanying Advert, Job Description and Person Specification carefully.  Q – Please tell us how you meet the requirements of the role by giving relevant details of your experience, skills and knowledge gained in employment and elsewhere. |
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| **7a INFORMATION SPECIFIC TO THE POST** |
| Q – What do you consider to be the key points and considerations when developing a Communications Strategy for a nature Conservation organisation like INCC. (500 words max). |
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| **7b INFORMATION SPECIFIC TO THE POST** |
| Q – How might you go about managing INCC’s social media platforms - with specific regard to proactive and reactive communications. (500 words max). |
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| **8 REFERENCES** | |
| Please give details of two people, not related to you, who we may ask for references as to your suitability for the post. The first should be your current or most recent employer. The second should be someone able to comment on your work abilities. | |
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| **NAME** |  |
| **POSITION** |  |
| **ADDRESS**  **POSTCODE -** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?** |  |
|  | |
| **NAME** |  |
| **POSITION** |  |
| **ADDRESS**  **POSTCODE** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?** |  |

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| **9 WORK PERMIT** |  |
| **Do you need a work permit to work in the UK?** |  |

**Hunanasesiad Sgiliau Cymraeg / Welsh Language Skills Self-assessment**

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| Cwblhewch y ffurflen hon, gan dicio'r bocs mwyaf priodol ym mhob tabl / disgyblaeth, a'i chyflwyno gyda'ch cais am swydd. Wrth ofyn i chi lenwi'r ffurflen hon, nid ydym yn disgwyl i chi fod â’r holl sgiliau hyn: rydym eisiau deall pa mor gyfforddus ydych chi mewn gwahanol feysydd wrth ddefnyddio’r iaith. | Please complete this form, checking the most appropriate box in each table/discipline, and submit it with your job application. In asking you to complete this form, we are not expecting you to have all these skills: we just want to understand how comfortable you are in different areas of language use. |

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| **Gwrando a siarad / Listening and speaking** | | | |
| 1 | Dweud enwau llefydd ac enwau personol yn gywir. Cyfarch pobl.  Agor a chloi sgwrs. | Pronounce place names and personal names correctly. Greet people. Open and close a conversation. |  |
| 2 | Derbyn a deall negeseuon syml, e.e. amser a lleoliad cyfarfod, cais i siarad gyda rhywun. Agor a chloi sgwrs a chyfarfod yn ddwyieithog. | Receive and understand simple messages, e.g. time and place of a meeting, request to talk with someone. Open and close conversations and meetings bilingually. |  |
| 3 | Deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. | Understand and participate in most normal day-to-day conversations in the office. |  |
| 4 | Cyfrannu’n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith.  Dadlau o blaid ac yn erbyn achos penodol. | Contribute effectively in internal and external meetings in the context of the work subject. Argue for and against a particular case. |  |
| 5 | Cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd yn y gwaith. | Contribute fluently and confidently regarding all aspects of daily work. |  |
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| **Darllen / Reading** | | | |
| 1 | Deall testun byr ynglŷn â phwnc cyfarwydd pan wedi ei gyfleu mewn iaith syml, e.e. arwyddion syml, cyfarwyddiadau syml. | Understand short text about a familiar topic when it is communicated in plain language, e.g. basic signs, simple instructions. |  |
| 2 | Deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, â bod digon o amser wedi ei ganiatáu. | Understand most short reports and instructions within the expertise of work, if there is sufficient time allowed. |  |
| 3 | Deall y rhan fwyaf o’r adroddiadau, dogfennau a gohebiaeth y byddai disgwyl eu trafod yn y swydd. | Understand most of the reports, documents and correspondence that would be expected to be discussed in the normal course of work. |  |
| 4 | Deall gohebiaeth ac adroddiadau pwnc sydd yn cynnwys iaith dechnegol a chymhleth. | Understand formal correspondence and reports. |  |
| 5 | Deall adroddiadau, dogfennau ac erthyglau y byddai disgwyl eu darllen fel rhan arferol y gwaith, gan gynnwys cysyniadau cymhleth. | Understand reports, documents and articles linked to the normal course of work, including complex concepts expressed in complex language. |  |
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| **Ysgrifennu / Writing** | | | |
| 1 | Ysgrifennu enwau personol, enwau llefydd, teitlau swyddi. | Write personal names, place names, job titles. |  |
| 2 | Llunio neges fer syml ar bapur neu e-bost i gydweithiwr. | Draft a simple short message on paper or e-mail to a colleague. |  |
| 3 | Llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol. | Prepare informal messages and reports for internal use. |  |
| 4 | Llunio gohebiaeth fusnes, adroddiadau byr, negeseuon ac e-bost gyda chymorth golygu. | Produce business correspondence, short reports, e-mails with editing assistance. |  |
| 5 | Llunio gohebiaeth fusnes, adroddiadau, negeseuon e-bost a deunydd hyrwyddo i safon dderbyniol. | Produce business correspondence, reports, e-mails and promotional literature to an acceptable level. |  |

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| **I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT** | |
| **SIGNATURE** | **DATE** |

If you return this form by email ([rob.parry@incc.wales](mailto:rob.parry@incc.wales)), this will be taken as signing the document.