**PERSON SPECIFICATION**

**JOB TITLE:** Communications Officer

**REPORTS TO:** Director of Income Generation and Communications

**Date:** 08/03/2023.

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  |
| **EDUCATION AND QUALIFICATIONS** | * Degree in a relevant discipline or at least one years’ experience with clear evidence of a track record of achievements in: communication including copywriting and editing.
 |  | Application FormInterview |
| **KNOWLEDGE AND SKILLS** | * A working knowledge of Microsoft Office Packages and social media forums.
* Excellent communication skills including delivering successful presentations.
 |  | Application Form Interview |
| **EXPERIENCE** | * At least one years’ experience in either Media, PR and marketing, journalism, corporate communications or related fields.
 | Experience of public speaking | Application FormInterview  |
| **PERSONAL QUALITIES** | * The ability to take personal leadership, responsibility and accountability within your area of work including working to a high standard.
* Excellent organisational and planning skills.
* Strong attention to detail and proven analytical skills.
* Strong interpersonal skills.
 |  | Interview InterviewInterview |
| **OTHER**  | * Car driver with full, up to date driving licence;
* Willingness to work flexibly including evenings and weekends when required.
 |  | Application Form  |

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate disabilities.**