**PERSON SPECIFICATION**

**JOB TITLE:** Communications Officer

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 Form  Interview |
| **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 Form  Interview |
| **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  Interview  Interview |
| **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.**