

PERSON SPECIFICATION

COMMUNICATIONS ASSISTANT

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ GCSE English, or equivalent ➤ Keen interest in digital and social media 	<ul style="list-style-type: none"> ➤ IT or Digital skills qualification
Experience	<ul style="list-style-type: none"> ➤ Social media tools and techniques ➤ Windows packages specifically Microsoft office 	
Skills	<ul style="list-style-type: none"> ➤ Good digital and social media skills ➤ Computer Literate ➤ Strong administrative skills ➤ Ability to research using internet and other sources ➤ Effective communication skills both verbal and written ➤ Effectively create and maintain great working relationships within the organisation and externally ➤ Ability to work on your own initiative, as well as in a team ➤ Excellent planning and organisational skills ➤ Ability to manage time effectively ➤ Attention to detail ➤ Creative with visual communications 	
Knowledge	<ul style="list-style-type: none"> ➤ Equal Opportunities ➤ GDPR/Confidentiality ➤ Current developments, changes and trends within the social media arena ➤ Awareness of a range of communication channels (i.e. media, website, social media) 	<ul style="list-style-type: none"> ➤ Knowledge of Wordpress
Personal Attributes	<ul style="list-style-type: none"> ➤ Good interpersonal skills ➤ Confident and articulate ➤ Honest and trustworthy ➤ Reliable and punctual ➤ Assertive ➤ Flexible and adaptable 	