



Person Specification

Essential skills, abilities and knowledge

- Experience of working in a relevant role
- Excellent writing and interpersonal skills and confidence in communicating with a range of groups and organisations.
- Ability to create high-quality communications material that can engage with a variety of audiences.
- Experience of social media management and familiarity with evolving and new digital media platforms.
- Ability to create graphics and images for communication materials (for example using Canva).
- Awareness of equity, diversity and inclusion and how these principles can be embedded in all communications.
- Knowledge and experience of managing and developing website content
- Ability to write clear content for social media and website pages
- Ability to form positive working relationships with other professionals and to collaborate on projects.
- Good attention to detail.
- Good working knowledge of Microsoft Office and associated software, including Excel, Word, and Outlook.

Desirable skills, abilities and knowledge:

- Relevant professional qualification.
- Experience of using Wordpress and Canva.
- Experience of working, paid or unpaid, in or with communities, the voluntary sector or in the third sector