

Person Specification

Job Title:	Projects and Communications Officer
Service:	Coram Family and Childcare
Reporting to:	Head of Coram Family and Childcare
Salary Range:	£28,000 FTE
Work Pattern	0.7 - 1 FTE. Flexible working options available
Contract Type	Permanent

Qualifications

- Degree level qualification or equivalent relevant professional experience (E)

Knowledge, Skills & Experience

- Proven work experience in a relevant area e.g. project coordination, children and families' services, local authorities, communications, community engagement, volunteering programmes, (E)
- Experience of working with partner organisations, including with local authorities, charities or similar organisations (E)
- Experience of content writing for social media, newsletters, websites, blogs and/or digital and printed resources (E)
- Experience of organising meetings and events (E)
- Good working knowledge of Microsoft Office and video conferencing (E)
- Experience of delivering a membership offer (D)
- Experience of promoting products and services (D)
- Some experience of monitoring and evaluation frameworks, including collecting information on activity (D)
- Understanding of local authority structures (D)

Behaviours and Values

- Passion for improving life chances of disadvantaged or marginalised families (E)
- Excellent organisational, time management and self-motivation skills (E)
- Excellent written and oral communication skills (E)

- Strong relationship building, empathy, networking and team building skills, including when working remotely (E)
- Flexibility in adapting to different and evolving programmes, and varying deadlines (E)
- Ability to work under pressure, manage competing priorities, and to respond to both short term and longer term deadlines (E)
- Ability to use innovation and creativity to solve problems (E)
- Ability to occasionally travel around the UK as required (D)
- Commitment to working to Coram Family and Childcare's values (E)

E = essential; D= desirable