



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Communications and Events Officer

Department/Division: Gender Studies

Accountable to: Research Manager

Competency	Criteria	E/D
Knowledge and experience	Demonstrable administrative experience in a busy environment, preferably in a communications and events role.	E
	Experience in event organisation and promotion.	E
	Excellent IT skills, in particular using MS Office packages.	E
	Experience in editing webpages and using a content management system (CMS).	E
	Experience of utilising social media tools (e.g. X, Instagram and LinkedIn) in a professional context.	E
	Experience of using website and social media analytics.	E
	Experience working in a higher education environment.	D
	An interest in themes and topics taught/researched in the Department of Gender Studies.	D
Communication	Excellent communication skills with the ability to write and copy-edit for a range of purposes, styles, and audiences, such as: <ul style="list-style-type: none"> • Writing for a website and promotional materials. • Explaining complex ideas clearly and succinctly. • Writing newsletters or marketing materials. 	E
	Ability and confidence in communicating with a wide range of internal and external contacts, including senior stakeholders.	E
	Ability to deal professionally with confidential and sensitive information.	E
	Experience in preparing material for publication.	D



	Proven track record of using social media effectively in a professional context.	D
Planning and Organisation	Ability to work with minimal supervision and to make autonomous decisions regarding own workload, including effectively dealing with peaks and troughs in the work cycle.	E
	Ability to plan own workload to meet multiple priorities and deadlines.	E
	Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time.	E
Service delivery	Ability to provide a high standard of service and to provide information accurately and promptly to internal and external stakeholders.	E
	High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate work records.	E
	Experience in reviewing processes and procedures to improve outcomes or improve efficiency, whilst acting on feedback from service users.	D
Teamwork and motivation	Experience of participating in and making a positive contribution to a team.	E
	Self-motivation, a proactive approach to work, and the ability to work with limited supervision.	E
Initiative and Problem Solving	Ability to exercise initiative in selecting a course of action to solve day-to-day problems and to know when to refer a problem to others.	E
	Demonstrable calmness when dealing with issues and problems affecting services, and to develop and implement productive solutions with others.	E
Liaison and Networking	Proven ability to build networks of colleagues and to maintain relationships and good communication within and outside of the department.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.