



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 Assistant

Department/Division: Department of Health Policy
Accountable to: Communications and Marketing Manager

Competency	Criteria	E/D
Knowledge and Experience	Demonstrable administrative experience	E
	Proficiency with digital event tools, e.g., Zoom, Teams	E
	Ability to effectively communicate across multiple channels	E
	Excellent IT skills, in particular using MS Office packages	E
	Experience of organising and promoting events or activities	E
	Experience of using a content management system and/or design tools, e.g., Canva, InDesign, Photoshop	D
	An understanding of current legislation around data protection and copyright	D
	Evidence of planning, managing and organising communications activities and events within the Higher Education sector	D
Planning and organising	Experience in maintaining accurate and up-to-date work records	E
	Ability to plan and organise own workload to deliver communications projects to a high standard and meet 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



Communication	<p>Excellent written and verbal communication skills with the ability to tailor content for different purposes and audiences</p> <p>Ability to communicate requests, deadlines, professional advice and important information to stakeholders</p> <p>Strong proof-reading skills and attention to detail</p> <p>Experience in developing and delivering engaging and on-brand promotional content</p> <p>Experience producing content in a professional context, e.g., LinkedIn, Instagram, and Twitter/X</p>	<p>E</p> <p>E</p> <p>E D</p> <p>D</p>
Liaison and Networking	<p>Strong interpersonal skills, with the ability to build and maintain positive relationships with internal and external stakeholders</p> <p>Experience in fostering collaborations and partnerships with relevant departments, institutions, and organisations to support objectives</p>	<p>E</p> <p>D</p>
Service Delivery	<p>Evidence of ability to provide a high standard of service</p> <p>Commitment to working within School wide and Departmental policies including in areas such as data protection, risk assessment and equality, diversity and inclusion</p>	<p>E</p> <p>E</p>
Teamwork and Motivation	<p>Demonstrable ability to work collaboratively within a team environment, fostering a positive and inclusive atmosphere</p> <p>Evidence of flexibility and willingness to be involved in a variety of ad-hoc projects as required</p> <p>Ability to recognise when a problem should be referred</p>	<p>E</p> <p>E</p> <p>E</p>

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

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