



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: Senior Communications and Events Officer

Division: International Growth Centre
Accountable to: Communications Manager (Digital)

Competency	Criteria	E/D
Knowledge and experience:	Strong experience working with integrated communications campaigns, across media, digital platforms and events.	E
	Excellent writing skills for diverse audiences (incl. for digital platforms and for policy-focussed publications).	E
	Strong creative skills and an eye for visual content design, with experience championing brand guidelines.	E
	Good working knowledge of a CMS (preferably Drupal).	E
	Experience or strong interest in research/policy communications in economics and/or international development.	E
	Experience providing technical support to online and live events.	E
	Skills in monitoring, evaluation and reporting for different communications functions (incl. digital and events).	D
Communication	Excellent communications and influencing skills and knowledge of communications best practice.	E
	Tactful and persuasive in managing a range of internal contributors, strong influencing, and negotiation skills, with an ability to communicate technical information to different audiences.	E
	Able to engage confidently with multiple stakeholders and talk with authority and confidence on matters relating to communications.	E
	Excellent listening skills and cultural sensitivity, with an openness towards different styles of communication and working.	E
Teamwork and motivation	Highly collaborative, dynamic and entrepreneurial approach.	E
		E



	Ability to work in a global team of communications experts and develop strong working relationships with an international network.	
Planning and organisation	Proactive approach to identifying and anticipating new opportunities to communicate and promote the work of the IGC.	E
	Experience of developing, managing and ensuring compliance with content strategy, tone of voice and editorial guidelines.	E
	Solid track record in developing content, and familiarity with content management tools like AirTable.	D
New technologies and best practice	Interest in emerging technologies, incl. AI and LLMs, and commitment to championing continuous improvement and best practice in communications and delivery.	D
Teaching and training	Strong track record of providing communications expertise and advice to groups with varied experience in communications.	D

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

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