



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 & Events Officer
Ref no.:

Department/Division: Geography & Environment
Accountable to: Communications and Events Manager

Criteria	Evidence	E/D
Knowledge and Experience	At least two years' experience in a similar role.	E
	Excellent general IT skills.	E
	Experience of using social media channels to communicate.	E
	A track record of managing high-quality web content, including writing, commissioning and editing, for one or more organisations in the public, private or non-governmental sectors.	E
	Ability to produce high-quality promotional and marketing material, including videos.	E
	Educated to degree level or equivalent.	E
	Experience of the UK Higher Education environment.	D
Communication	Excellent English language skills, including ability to write accurate copy and proof read.	E
Service Delivery	Proven ability to deal confidently, appropriately and promptly with a wide range of external and internal stakeholders.	E



Initiative and Problem Solving	Ability to think creatively in terms of publicity materials and promotional campaigns.	E
Planning and Organisation	Excellent time management skills and ability to work with limited supervision.	E
	Ability to manage multiple deadlines and projects or tasks that can be ongoing.	E
	Ability to maintain a high degree of accuracy and attention to detail.	E
	Experience of organising and planning events.	E
Liaison and Networking	Ability to organise and maintain large mailing lists and contact databases.	E
	Ability to liaise with other departments and divisions around the School.	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.