



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 Officer

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and Experience	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	Educated to degree level (or equivalent)	E
	Experience of managing social media accounts (Twitter, Facebook)	E
	Experience designing publications with Adobe software (InDesign)	E
	Experience with managing content for websites (Wordpress or other similar platforms)	E
	Experience of copyediting and writing content for a web and media audience	E
	Experience working with a Salesforce system	D
	Experience of participating in the delivery of events and/or conferences	D
	Experience of working in a communications role in economic research, public policy, or international development environments	D
	Academic study or a strong interest in economics or development	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to convey and summarise academic information into easily understandable	E



	language for external audiences	
	Ability to identify the appropriate communications channels and audiences for specific research content	E
Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work with limited supervision and use own initiative	E
	Ability to work with a range of teams across a large and complex organisation	E
	Ability to manage external suppliers, such as web and design agencies, and software companies.	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to facilitate interviews and communication between researchers and journalists	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments	E
	Evidence of attending to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues	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.