



## 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 Manager

**Ref no.:**

**Department/Division:** UKRI GCRF Gender, Justice and Security Hub, Centre for Women, Peace and Security **Accountable to:** Hub Chief Operating Officer/ Centre Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Experience in a digital communications role	E
	Experience of contributing to a communications strategy	E
	Experience working in a communications role in an academic context OR in the field of women's / human rights / international development	E
	Excellent IT skills in particular high level of competence in using a content management system, Word, PowerPoint, WordPress, email marketing software and image editing software	E
	Experience of copy-writing, editing and proof-reading	E
	Experience in updating / developing websites	E
	Experience in managing external agencies such as web developers, designers	D
	Experience of overseeing print production	D
	Experience of HTML coding	D
	Experience of managing a multi-author blog	D
	Experience of leading on the developing and implementation of communications strategy	D
<b>Communication</b>	Excellent communication skills with the ability to write and edit text for a range of purposes and audiences, including: writing for a website; explaining complex ideas clearly and succinctly; writing newsletters and marketing materials	E



	<p>Ability to understand and convey complex information in the most appropriate format for different audiences</p> <p>Experience of copy-editing and proof-reading the work of others</p> <p>Experience of using social media in a professional context</p> <p>Ability to handle confidential and sensitive information</p> <p>Experience in developing and implementing communications guidance (i.e. in relation to style and / or branding)</p> <p>Experience in stakeholder management in multiple locations</p> <p>Experience in managing content in multiple languages</p> <p>Ability to communicate in Arabic, Spanish, Tamil or Sinhala.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<b>Planning and Organising Resources</b>	<p>Experience of creating communication schedules, setting and meeting deadlines and communicating these to others</p> <p>Ability to manage a diverse workload, with tight deadlines</p> <p>Ability to maintain files accurately, in a manner that they can be used by others</p> <p>Experience in reviewing procedures and making recommendations for development and change, keeping in mind resource constraints</p> <p>Experience of setting and managing print production schedules</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Initiative and Problem Solving</b>	<p>Ability to exercise initiative in selecting a course of action to solve day to day problems as they arise and to recognise when a problem should be referred to others</p> <p>Ability to maintain a positive approach to changing circumstances and deadlines</p>	<p>E</p> <p>E</p>
<b>Teamwork and motivation</b>	<p>Experience of having participated in and contributed actively in a team</p> <p>Commitment to work as part of a team in assisting the smooth running, good communication and co-operative atmosphere of the Centre and the Hub</p> <p>Experience in providing professional guidance to colleagues in</p>	<p>E</p> <p>E</p> <p>D</p>



	support of their communications work	
	Experience of working in a team in an academic environment	D
	Experience of working with colleagues based in other locations and awareness of issues which may arise	D
<b>Liaison and Networking</b>	Proven ability to build networks of colleagues and to maintain relationships and good communication	E
	Ability to communicate with internal and external authors – setting deadlines, requesting changes to text, suggesting edits etc., – in an appropriate register, providing a professional service at all times.	E
	Ability to build an external reputation, to represent the Centre at Communications fora within LSE and to identify and learn from experience of others, ensuring compliance with LSE guidance and good practice	E
<b>Service Delivery</b>	Exceptional attention to detail and proof-reading skills, with the ability to spot errors, inconsistencies and ambiguities in own work and the work of others including internal staff and external agencies	E
	Excellent written communication skills, sufficient to draft clear and error free emails with an appropriately professional and friendly register	E
	Ability to provide a high standard of service accurately and promptly to internal and external requests	E
	Ability to implement and adhere to style and brand guidance	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.**