



## 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 Coordinator**

**Ref no.: 74824**

**Department/Division: Middle East Centre**

**Accountable to: Communications Manager**

Criteria	Evidence	E/D
<b>Knowledge and Experience</b>	Excellent IT skills	E
	Interest in new technologies and social media developments	E
	Strong design skills including InDesign, Photoshop and Illustrator	E
	Experience of writing, editing and designing compelling content for print and digital channels	E
	Experience of using web CMS to update content	E
	Experience in outreach and communications	E
	Good understanding of using social media to build profile and influence	E
	Knowledge of and keen interest in the field of Middle East studies	E
	Work experience in a higher education or research organisation in the UK	D
	Experience of producing publications	D
	Experience with film editing	D
<b>Communication</b>	Excellent written and verbal communication skills	E
	Experience of interacting effectively in a wide variety of environments and with a wide variety of people	E
	Knowledge of a Middle Eastern language	D



<b>Initiative and Problem Solving</b>	Examples of using own initiative and creativity	E
	Evidence of ability to anticipate problems and propose solutions with varying levels of supervision	E
	Experience of dealing with sensitive problems	E
<b>Planning and Organising Resources</b>	Experience of working within a busy environment and meeting tight and demanding deadlines	E
	Experience of proactive and reliable team membership	E
	Evidence of working effectively on own initiative	E
<b>Liaison and Networking</b>	Ability to deal with internal and external contacts to high professional standards	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.**