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

Department/Division: Middle East Centre
Accountable to: Communications Manager

Criteria	Evidence	E/D
Knowledge and Experience	Excellent IT skills	E
	Strong design skills with proven ability to use design software including InDesign, Photoshop and Illustrator	E
	Experience of editing and producing publications	E
	Experience of writing, editing and designing compelling content	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	E
	Interest in new technologies and social media developments	E
	Experience in creating graphics/social media content	D
	Experience with video/film editing	D
Communication	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 Arabic	D
Initiative and Problem Solving	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
Planning and Organising Resources	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
Liaison and Networking	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.