



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: Head of Communications

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and experience	Educated to degree level or equivalent work experience.	E
	Significant experience and a proven track record of working with top academics in economic development or a related discipline to analyse and present research results to policy audiences and other stakeholders.	E
	Successful track record of developing and delivering impactful communications strategies, events and campaigns.	E
	Knowledge and significant experience of the main communications channels including web, social media and publications, preferably to communicate research evidence to a non-technical audience.	E
	Experience of planning, organising and delivering high profile events and conferences.	E
	Knowledge and interest in economic development issues.	E
	Experience of working with Drupal, MailChimp, InDesign, and CMS systems.	D
	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline.	D
Communication	Evidence of excellent written and oral communication skills, in particular evidence of	E



	<p>explaining technical or academic information to non-specialist audiences in an accessible and engaging way.</p> <p>Ability to draw out and articulate key messages from complex research findings.</p> <p>Understanding and experience in wide range of uses of social media, including Twitter, Facebook, LinkedIn and blogging.</p> <p>Experience in training and supporting non-specialists to increase their skill level.</p>	<p>E</p> <p>E</p> <p>D</p>
Teamwork and motivation	<p>Dynamic and entrepreneurial approach</p> <p>Experience of leading a team, including recruitment, performance management and motivating team members.</p> <p>Demonstrated ability to work as part of a team, especially in a developing country multi-cultural context and with colleagues based in other countries.</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to manage external communications agencies, including workplans, contract management and budget.</p> <p>Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.</p> <p>Ability to contribute to networking by identifying key people to foster working relationships with.</p>	<p>E</p> <p>D</p> <p>D</p>
Initiative and problem solving	<p>Entrepreneurial approach, creativity and initiative to identify opportunities and drive to push the organisation to accomplish its mission.</p> <p>Ability to use drive and initiative to resolve problems where a solution may not be immediately apparent or where there is a lack of precedent</p>	<p>E</p> <p>E</p>
Planning and organisation	<p>Demonstrated ability to plan and organise own and others workload in order to consistently meet deadlines, often under pressure.</p>	<p>E</p>



	Ability to manage a budget, including planning, forecasting and monitoring.	E
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E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.