



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: IGC Communications and Events Officer

Department/Division: International Growth Centre (IGC)

Accountable to: Events and Stakeholder Engagement Manager

Competency	Criteria	E/D
Knowledge and experience	A bachelor's degree in an economics or a communication subject or equivalent experience	E
	Confident using and learning digital tools and platforms, including Zoom, Mailchimp, Meltwater and Drupal.	E
	Proven experience in supporting event planning and management, both in-person and virtual.	E
	Experience in digital marketing, including media monitoring, newsletters, website content and social media.	E
	Previous experience sourcing and managing content and triaging basic design requests.	E
	Interest in AI technologies.	D
Communication	Excellent communication skills, both written and verbal.	E
	Ability to draft and edit text for non-specialist audiences.	E
Teamwork and Motivation	Ability to work collaboratively with team members as well as independently.	E
	Strong problem-solving skills.	E
	Commitment to equality, diversity, and inclusion.	E
Liaison and Networking	Develop productive working relationships across teams.	E
	Ability to understand key processes across functions, including Finance and Contracts.	E
Planning and Organising Resources	Strong attention to detail and organisational skills, including	E



	excellent folder and database management.	D
	Experience in coordinating contracts.	D
	Knowledge of customer relationship management (CRM) software such as Salesforce and project management platforms such as Airtable.	

E – Essential: requirements without which the job could not be done.

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