



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: Senior Communications and Events Officer

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and Experience	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	Educated to degree level (or equivalent)	E
	Experience of managing social media accounts (Twitter, Facebook)	E
	Experience with planning and delivery of events and/or conferences (virtual and in-person)	E
	Experience designing publications with Adobe software (InDesign)	D
	Experience with managing content for websites (Drupal or other similar platforms)	E
	Experience of copyediting and writing content for a web and media audience	E
	Experience working with a Salesforce system	D
	Experience of working in a communications role in economic research, public policy, or international development environments	D
Academic study or a strong interest in economics or development	D	
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to convey and summarise academic information into easily understandable	E



	<p>language for external audiences</p> <p>Ability to identify the appropriate communications channels and audiences for specific research content</p> <p>Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently</p>	<p>E</p> <p>E</p>
Teamwork and motivation	<p>Demonstrated ability to work as part of a team</p> <p>Ability to work with limited supervision and use own initiative</p> <p>Ability to work with a range of teams across a large and complex organisation</p> <p>Experience managing external suppliers, such as web and design agencies, event companies, and software companies.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Liaison and Networking	<p>Ability to participate in and make effective use of networks within the workplace and externally</p> <p>Ability to collaborate and facilitate communication with researchers and policymakers on communications projects and events.</p>	<p>E</p> <p>E</p>
Planning and organisation	<p>Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure</p> <p>Evidence of the ability to work independently and with minimum supervision in challenging environments</p> <p>Evidence of attending to detail while producing timely work within deadlines</p> <p>Demonstrated ability to prioritise work given by a number of colleagues</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

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

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