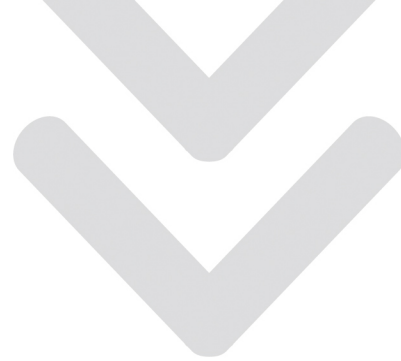


Person Specification

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.

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level, or equivalent work experience	E
	Experience of managing multiple social media channels, and developing and executing social media strategies, in a professional context	E
	Experience of editing webpages and using a CMS	E
	Experience of using CRM systems and mass mailing software (e.g. Mailchimp, Salesforce).	E
	Experience of producing a wide range of digital content, including multi-media output such as podcasts and videos.	E
	Experience of graphic design, using software such as Canva and InDesign	E
	Experience of delivering a communications plan to a high standard, and writing compelling content that underpins organisational objectives	E
	Experience of events planning and management	E
	A keen interest and enthusiasm for interfaith work in a higher education context	D
Experience of working in a higher education environment	D	
Communication	Excellent written and oral communication skills, including an ability to communicate for a range of purposes, styles and audiences across diverse social groups, both orally and in writing.	E
	Strong commitment to readable, high quality written communication and accessible presentation of statistics and technical material.	D



	<p>Understanding of reputation risk and when to refer potentially controversial material to colleagues.</p> <p>Ability to edit the work of others effectively</p> <p>Proven track record of using social media effectively in a professional context</p>	<p>E</p> <p>E</p> <p>E</p>
Teamwork and motivation	<p>A commitment and ability to work as part of a collaborative, fast-paced team, assisting the smooth running of projects and ensuring fulfilment of the project deliverables.</p> <p>Ability to work without direction on some tasks, whilst also recognising when a problem should be referred to others.</p> <p>Ability to take initiative in creating content.</p> <p>Ability to work collaboratively and effectively with others to meet shared goals, with limited supervision</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Planning and Organisation	<p>Evidence of working independently and managing your own workload to meet agreed deadlines according to established priorities</p> <p>Administrative and planning experience related to workshop, seminar, and/or public events organisation.</p> <p>Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Demonstrated ability to liaise effectively and collaborate with others to achieve a shared goal</p> <p>Demonstrated ability to initiate, build and maintain a collaborative network of internal and external contacts.</p> <p>Experience of participation in academic/policy events, conferences.</p>	<p>E</p> <p>D</p> <p>D</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.