

Communications and Engagement Officer (maternity cover)

Person Specification

Essential		Desirable	
Qualifications			
GCSE English and Maths at Grade C or above, or equivalent	A	Professional communications or marketing qualification	A
Experience & Knowledge			
Excellent understanding of best practice in communications and/or marketing and knowledge of developing trends	AI	Knowledge and understanding of Nottingham's voluntary, community and social enterprise sector	AI
Experience of report writing	AI	Experience of working with a range of types and sizes of organisation	AI
Extensive experience of creating and managing content on digital social media platforms, especially Twitter, Facebook and LinkedIn	AIT	Experience of website content management	AI
Previous experience in a communications or marketing role, either paid or voluntary	AI		AI
			AI
Skills & Abilities			
Excellent verbal and written communication skills and ability to adapt for diverse audiences	AIT	Ability to diplomatically manage the expectations of others	AI
Ability to manage multiple tasks with good time management, organisation skills, and attention to detail	AIT	Ability to use a range of communication techniques to engage, inspire and persuade diverse audiences to action	AI
Strong IT competence with ability to use Microsoft Office packages, email, database systems and digital communications platforms effectively	AI	Design skills and/or experience of using design and image editing software	AI
Ability to work effectively in a team	AI		
Ability to build relationships with diverse individuals and groups	AI		

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Ability to work independently, using own initiative, and to manage own workload	AI		
Ability to research and analyse local and national trends relevant to the voluntary and community sector	AI		
Ability to sensitively understand the needs of others	AI		
Other			
A demonstrable commitment to equal opportunities	AI		

Demonstrable by A = Application / I = Interview / T = Test