

DRAFT Person specification: Communications and Engagement Officer

Attribute	Essential	Desirable
Qualifications	<p>Minimum English Language and/or social media/design in A Level or equivalent</p>	<p>Relevant degree/professional qualification in marketing and/or promotion</p> <p>IT qualifications – such as European Computer Driving Licence (ECDL)</p> <p>Relevant qualification in website content management</p>
Experience	<p>Experience in marketing and promotions</p> <p>Knowledge of general office practices and procedures</p> <p>Running successful engagement events ideally in a community setting</p>	<p>Project management</p>
Behaviours and characteristics	<p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p>	

<p>Communication</p>	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>
<p>Personal Qualities</p>	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
<p>Strategic Thinking</p>	<p>Ability to think, plan and work strategically and methodically</p>	
<p>Technology / IT Skills</p>	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p>	

	Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, database and creative software packages	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	Ability to attend Town Council meetings, civic events and projects as required	Driving licence and vehicle

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