

Northern Education Trust
Post: COMPLIANCE AND COMMUNICATIONS OFFICER

PERSON SPECIFICATION

| | | | Assessed by: | |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|-------------------------|
| No | Categories | Essential / Desirable | App Form | Interview / Task |
| QUALIFICATIONS | | | | |
| 1. | A degree and/or professional qualification relevant to the post | E | ✓ | |
| 2. | Evidence of continuous professional development and training | E | ✓ | |
| EXPERIENCE | | | | |
| 3. | Experience of providing advice and support to key stakeholders on good practice regarding compliance measures | E | ✓ | ✓ |
| 4. | Experience of development and implementation of policies | E | ✓ | ✓ |
| 5. | Experience of marketing and the production of professional documents | E | ✓ | ✓ |
| 6. | Experience of communicating with the press | D | ✓ | ✓ |
| 7. | Experience of dealing with FOI requests | D | ✓ | ✓ |
| 8. | Experience of report writing | E | ✓ | ✓ |
| 9. | Experience of working with and for a senior team and/or Trustees | E | ✓ | ✓ |
| 10. | Experience of administering company social media management systems | D | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 11. | Excellent literacy, numeracy, communication and presentation skills | E | ✓ | ✓ |
| 12. | Knowledge of data protection | E | ✓ | ✓ |
| 13. | Excellent organisational skills | E | ✓ | ✓ |
| 14. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 15. | Ability to build effective working relationships with colleagues at all levels | E | ✓ | ✓ |

| | | | Assessed by: | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|------------------|
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| 16. | Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | E | ✓ | ✓ |
| 17. | Ability to work under pressure, with accuracy, unsupervised and on own initiative | E | ✓ | ✓ |
| 18. | Ability to command confidence and credibility and maintain strict confidentiality in all matters | E | ✓ | ✓ |
| PERSONAL QUALITIES | | | | |
| 19. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 20. | Commitment to support the Trust's agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 21. | A flexible approach and a strong work ethic | E | ✓ | ✓ |
| 22. | Commercially astute, articulate, technically strong and influential negotiator | E | ✓ | ✓ |
| 23. | High integrity with an ethically sound approach to building internal and external relationships | E | ✓ | ✓ |