

Person Specification



Post: Communication Assistant A5153

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential:

- Demonstrable professional experience in delivering communication and marketing support.
- Basic knowledge of public relations, digital communication and marketing communication.
- Good written and oral communication skills.
- Experience of assisting in the development and delivery of communication and marketing campaigns and products.
- Ability to work to strict deadlines and timescales.
- Effective problem-solving skills.
- Good customer relations skills and an ability to understand and respond to customer requirements.
- Good organisational skills

Desirable:

- A relevant professional qualification in communication, websites and social media, public relations, journalism or marketing.
- Experience of monitoring budgets
- Experience of working in local government / public sector.
- Understanding of the issues facing adult learning

Part B

The following criteria will be further explored at the interview stage

- Demonstrable professional experience in delivering communication and marketing support.
- Basic knowledge of public relations, digital communication and marketing communication.
- Good written and oral communication skills.
- Experience of assisting in the development and delivery of communication and marketing campaigns and products.
- Ability to work to strict deadlines and timescales.
- Effective problem-solving skills.
- Good customer relations skills and an ability to understand and respond to customer requirements.
- Good organisational skills

Additional Requirements

Occupational health clearance