

PERSONNEL SPECIFICATION

Job Title: Assistant Communications & Engagement Officer

Reporting to: Communications & Engagement Officer

	Essential	Desirable
Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)	<p>* Working towards a degree or 3rd level qualification in marketing or communications related subject.</p> <p>*Experience in the effective use of social media channels.</p> <p>*An interest in pursuing a career in marketing and communications.</p>	<p>** Experience in the use of Mailchimp and Hootsuite</p> <p>** Experience in the use of photography/ videography editing software</p>
Knowledge and Understanding	<p>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities.</p>	
Skills & Abilities	<p>Competent in the use of Microsoft software packages.</p> <p>A high level of written and oral communication skills.</p> <p>The ability to use own initiative, organise own work and achieve agreed targets and objectives within set timescales.</p> <p>Excellent inter-personal skills and ability to work as part of a team.</p> <p>An interest and good level of competence in producing audio visual content.</p>	<p>An interest in marketing and user trends.</p>
Circumstances	<p>*Ability to work evenings and weekends as and when required.</p> <p>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</p> <p>*Available and willing to undertake training necessary for the post.</p>	

Note to all applicants:

*Only those applicants who clearly demonstrate how their qualifications, knowledge, experience and skills meet the essential criteria will go forward to the next stage in the recruitment and selection process.

**The desirable criteria may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview.