

PERSONNEL SPECIFICATION

Job Title: Multi-Media Assistant

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 which can be demonstrated is relevant to the post.</p> <p>*Experience of compiling, editing and producing promotional multi-media material.</p> <p>*Experience in the effective use of social media channels.</p> | <p>**Experience of working within the voluntary sector.</p> <p>**Previous experience of working with people with disabilities.</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>Competent in the use of video editing software.</p> <p>A high level of 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> | |
| 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.