

Person Specification

For this role the below experience, skills and knowledge are all considered to be desirable and dependent on experience we are willing to discuss which elements would be essential for the right candidate.

Experience, skills and knowledge:

- GCSE/Level 2 (or equivalent) in English and Maths
- Recognised qualification (e.g. CIM, CIPR, NVQ, Degree etc) in Administration, Marketing, Media (or related field) or qualified by experience
- Knowledge and recent use of MS Office and CRM systems
- Comfortable working with brand guidelines and confident in visual and written material delivery
- Experience or knowledge in working or volunteering in a charity or a not-for-profit setting.
- Experience with using design tools such as Canva, Adobe or similar.
- Excellent verbal and written communication skills and able to present information appropriately in an engaging manner to different audiences
- Excellent IT skills
- Basic knowledge or experience of using digital and social media platforms (Facebook, Instagram, X, LinkedIn)
- High level of accuracy and attention to detail
- Knowledge of GDPR requirements and confidentiality
- Awareness of adult and children safeguarding issues

Personal Attributes:

- Organised, with the ability to prioritise and multi-task
- Ability to communicate effectively with a wide range of people, through a variety of mediums.
- Self-motivated, enthusiastic, good sense of humour and empathy, with the ability to work on own initiative and as part of the team
- Ability to work to tight timescales and under pressure
- Own transport due to rural location of office base (Though happy to discuss flexibly if needed)
- Willingness to work flexible hours if required (occasional evenings and weekends)
- Professional telephone manner and friendly, open approach

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Please note that you should complete your application form / covering letter considering that it will be scored against the attributes, skills and knowledge listed above

If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you might have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.

Any or all of the elements could be discussed further at interview stage.

Aprill 2025