



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

<b>Job Title: StoryFutures Communications Assistant</b>	<b>Department: Academic Services</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Tested by</b>
<b>Knowledge, Education, Qualifications and Training</b>			
High standard of education to degree level or equivalent in design, copywriting, marketing, digital platforms, video editing, Public Relations		X	Application Form Application Form
Educated to A Level, with minimum ABB, or equivalent administrative experience	X		
<b>Skills Knowledge and Experience</b>			
Ability to write copy at speed and with appropriate style and tone for message and audience	X		Application Form/Interview/
Technical skills and expertise in tools such as Adobe Illustrator, Premier Pro, Photoshop, Illustrator, InDesign, CMS	X		Application Form/Interview/
High standard in IT skills, including ability to manage social media channels, remote working platforms & web production tools	X		Application Form / Interview
Good sense of design and presentation	x		Application Form / Interview
Ability to estimate time resource against tasks	X		Application Form / Interview
Excellent attention to detail	X		Application Form
Ability to organise and prioritise own workload	X		Interview
Ability to work to tight deadlines and manage multiple demands	X		Application Form/Interview
Experience of working in Higher Education or Creative Industries		X	Application Form/Interview
Experience of responding to requests from multiple stakeholders and managing expectations		X	
<b>Personal Qualities</b>			
Good communication and interpersonal skills	X		Interview
Ability to relate to team from academic and commercial backgrounds	X		Interview
Ability to demonstrate patience with enquiries	X		Interview
Ability to work effectively in a team and independently	X		Interview
Ability to work with change and remain effective	X		Interview
Ability to take responsibility for own actions	X		Interview
Ability to work and keep calm under pressure	X		Interview
Proactive approach to work and always seeking ways to improve ways of working and systems		X	Interview
<b>Career Development</b>			
Willing and able to develop new and improve current skills, especially adeptness at learning new technologies	X		Interview
<b>Special Conditions</b>			
Ability to work outside of normal hours at busy times	X		Interview
Clean UK Drivers Licence for work across partner organisations		X	Application Form