

Regional Refugee Forum North East

Communication Officer Person Specification

| SELECTION CRITERIA | | TESTED BY |
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| Experience, knowledge and understanding | | |
| 1. | Experience of working in a communications or marketing role. | Application/interview |
| 2. | Experience of working on diverse and wide-ranging communication strategies across a variety of different forms of media. | Application/interview |
| 3. | Experience of writing, editing, co-ordinating and publishing content across various channels, including website, social media, and print and online marketing material. | Application/interview |
| 4. | Experience of managing websites and social media channels. | Application/interview |
| 5. | Knowledge and understanding of measuring the impact of communications, the tools to capture community insights, and the importance of this. | Application/interview |
| 6. | Knowledge and understanding of the legal requirements in relation to data use and collection and information sharing. | Application/interview |
| 7. | Understanding of the key issues facing refugees and asylum seekers and the current climate in which they operate. | Application/interview |
| Skills and abilities | | |
| 8. | Strong organisational skills, with the ability to work under pressure, prioritise and meet deadlines. | Application/interview |
| 9. | Highly developed written and verbal communication skills. | Application/interview |
| 10. | Ability to use own initiative and to take responsibility for meeting targets and deadlines. | Application/interview |

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| 11. | Good interpersonal skills, with the ability to establish and maintain a wide range of professional relationships. | Application/interview |
| 12. | IT skills, including word processing and use of internet/e-mail, social media and the aptitude to learn to use new devices and software. | Application/interview |
| Attitudes and other requirements | | |
| 13. | A can-do attitude and enthusiasm for the potential of Regional Refugee Forum North East to make a difference locally. | Application/interview |
| 14. | Commitment to working in line with Regional Refugee Forum North East values. | Application/interview |
| 15. | Willingness to work flexibly, including evenings and weekends. | Application |