

PERSON SPECIFICATION

Communications & Media Officer

Attributes	Essential	Desirable	Method of Assessment
1) Education & Training		a) Professional qualification in managing social media and web-sites	A, Q
	b) Training and/or experience in web-content and desk-top publishing		A, I, Q
2) Experience/ Ability	a) Managing a website		A, I
		b) Producing graphics and creative visuals	A, I
	c) Communicating through social media		A, I
	d) An able written and verbal communicator in presentations, reports and papers		A, I, P
	e) Skilled at building rapport, brokering and developing relationships with integrity at all levels		I
	f) Ecumenical experience		A, I
	g) Ability to problem solve and a 'can do' attitude		I
	h) Ability to organise		A, I

	and prioritise own work		
3) Knowledge & Skills	a) Knowledge and understanding of the breadth of the ecumenical family		A, I, P
	a) IT competent in Office 365, including cloud-based data sharing, or capacity to learn		A, I
4) Special Qualities or Aptitudes	a) Mature Christian faith. An active member in good standing of a member church of CTE/CTBI		A, I
	b) Sensitivity to and understanding of the ecumenical environment		A, I, P
	c) Self motivated		I
5) Other Requirements	a) Able to work from home, be flexible with hours including some evenings and weekends, willingness to travel and be away overnight		A, I
	b) Willingness to monitor Twitter streams two or three times each day.		

A – Application form; **I** – Interview; **P** - Presentation; **Q** – proof of qualification (certificates/transcripts)

Date last modified: 20th December 2018