

## Communications Assistant

### Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>1) Education &amp; Training</b>		a) Training and/or experience in creating and uploading web-content	<b>A, I, Q</b>
		a) Training and/or experience in creating social media content	<b>A, I, Q</b>
<b>2) Experience/ Ability</b>	a) An able and engaging communicator, particularly in written form		<b>A, I</b>
	b) Strong planning and organisational skills, with the ability to organise and prioritise own work		<b>A, I</b>
	c) A good team player, with a positive, helpful, 'can do' attitude		<b>A, I</b>
	d) Ability to problem solve and proactively address issues		<b>A, I</b>
		e) Experience in creating engaging written content for websites	<b>A, I</b>
		f) Experience in creating Twitter content for an organisation or charity	<b>A, I</b>
		g) Experience in writing engaging real-life stories	<b>A, I</b>
		h) Experience in compiling HTML emails	<b>A, I</b>
		i) Experience of being actively involved in the creation of a new website	<b>A, I</b>
		j) Experience in organising events	<b>A, I</b>
		k) Ecumenical experience	<b>A, I</b>

<b>3) Knowledge &amp; Skills</b>	a) IT competent in Office 365		<b>A, I</b>
		b) Knowledge of social media trends and how to create engaging social media content	<b>A, I</b>
		c) Knowledge and understanding of the breadth of the ecumenical family	<b>A, I</b>
<b>4) Special Qualities or Aptitudes</b>	a) Mature Christian faith. An active member in good standing of a member church of CTE/CTBI		<b>A, I</b>
	b) Self motivated		<b>A, I</b>
<b>5) Other Requirements</b>	a) Able to work from home, and attend occasional meetings in London.		<b>A, I</b>
	b) Some flexibility to occasionally follow up issues outside of your set working days.		<b>A, I</b>

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