

**PERSON SPECIFICATION**

**CREST Content Producer Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Degree, or equivalent qualification, or relevant professional experience | Essential | Application Form |
| Proven ability to produce high-quality written content for external, non-academic audiences, with excellent copywriting skills and close attention to detail. | Essential | Application Form / Supporting Statements / |
| Experience in translating complex information into clear, accessible, actionable formats (e.g., reports, toolkits, training materials). | Essential | Supporting Statements/ Interview |
| Ability to review academic literature using predefined criteria. | Essential | Supporting Statements/ |
| Experience working on research impact, knowledge exchange, or public engagement projects. | Essential | Supporting Statements / Interview |
| Excellent interpersonal and communication skills, with the ability to work proactively both independently and as part of a collaborative, cross-disciplinary team. | Essential | Interview |
| Experience managing multiple projects, with good organisational and time-management skills. | Essential | Supporting Statements / Interview |
| Effective numeracy, literacy, and word processing skills as well as an ability to create content for websites using Content Management Systems (CMS) (e.g., familiarity with WordPress). | Essential | Application Form / Supporting Statements |
| Academic background or subject knowledge in areas relevant to the project (e.g. organisational behaviour, psychology, policing). | Desirable | Supporting Statements |
| Experience with graphic design or layout tools (e.g., Adobe InDesign) to support visual presentation of materials. | Desirable | Supporting Statements |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.