

PERSON SPECIFICATION

Engagement Officer

Vacancy Ref: N1456

Criteria	Essential/ Desirable	* Application Form / Supporting Statements/ Interview
Demonstrable experience of supporting the delivery of events and publications, from inception to evaluation, on time and on budget, with one year of event organisation experience	E	Application Form/Supporting Statement/ Interview
Knowledge and experience of commissioning and producing a variety of engagement materials, including creation of written copy and content for printed and online channels	E	Application Form/Supporting Statement/ Interview
Excellent communication skills (face-to-face, telephone, written) and the ability to successfully interact with a wide range of people	E	Application / Interview
Knowledge and experience of using a variety of communications channels (web, social media, print), to create targeted content for different audiences	E	Application Form/Supporting Statement/ Interview
Highly organised with an ability to prioritise workload, working accurately to meet competing deadlines	E	Supporting Statement, interview, reference
Advanced IT skills including the use of Microsoft Office, in particular Excel, and the use of database interrogation	E	Application, Interview
Pro-active and self-motivated	E	Application, Interview
Ability to travel and work outside normal office hours	E	Interview
Experience of creating surveys and handling data to produce reports	D	Interview
Previous experience of using website content management (CMS) systems, e-shot creation tools and using social media in a professional capacity	D	Supporting Statement
Experience of using CRM Systems and finance management systems	D	Supporting Statement
Experience of working in a Higher Education institution	D	Application form
An understanding of good practice in community engagement	D	Application form

work (e.g. what makes an engaging activity)		
Educated to degree level, or equivalent	D	Application