

Person Specification - Communications Manager (Maternity Cover)

This person specification sets out the various criteria which are **essential** for the post and by which we will assess your application.

Education

Applicants must possess a third-level qualification in marketing, communications, media, journalism, public relations or a related discipline.

Experience

- A minimum of three years' experience at a management level in a communications or marketing role.
- Significant experience with one or more of the following elements: media relations, corporate communications, public relations, public information materials or campaigns, or digital content.
- Experience of liaising with marketing, advertising, digital media, news media industries or other relevant external service providers.
- Experience in the production of professional reports and documents and the development of web content for publication.
- Experience of Wordpress in relation to management of website.

Skills

- Demonstrated leadership, management and negotiation skills.
- Capable of strategic, analytical and creative thinking and an ability to analyse information quickly and communicate in a concise and articulate manner.
- Excellent written and oral communication skills and an ability to develop and promote good content.
- An understanding of the media and what makes a good news story.
- Strong project management and organisation skills.
- A team player with good interpersonal and engagement skills.
- Delivery orientated and energetic and with a track record of delivery.
- A self-starter, with high productivity, and able to work under pressure.
- Ability to prepare and manage budgets and to interpret financial information.
- High level computer literacy and competency in Word, Excel and PowerPoint.