

Person Specification

Post Title: Administration and Communications Officer

Summary of Job: *See attached Job Description*

Please note. *The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application form*

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Administrative experience, including servicing meetings and minute-taking • Voluntary or paid work with asylum seekers / refugees <i>and / or</i> • Lived experience of the refugee journey • Experience of contributing to successful funding applications, production of evaluation reports and fundraising activities • A track-record of dynamic and creative writing • Experience of organising events • Experience of collaborative working and of building relationships across a variety of organisations • Maintenance of electronic records and databases 	<p>Experience of engaging with local media</p> <p>Experience of recruiting and supporting volunteers</p>	<p>Application form</p> <p>Interview</p>

SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of the City of Sanctuary movement, its ethos and aims • A basic awareness of the asylum process • Some knowledge of local asylum and refugee support services 		<p>Application form</p> <p>Interview</p>
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to work from home with access to the internet • Capacity and willingness to work occasional early evenings 	Resident in Bradford District	Application form
DISPOSITION/ADJUSTMENT /ATTITUDE	<ul style="list-style-type: none"> • Interest in and sensitivity towards the needs of asylum seekers • Respect for cultural, ethnic and religious diversity • Ability to self-motivate, prioritise and take initiative • Energy, creativity and flexibility • A proven record of reliability and effective time management • Commitment to equal opportunities and anti -discriminatory practice 		<p>Interview</p> <p>Application form</p> <p>References</p>
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent written and spoken English • Ability to produce reports within set timescales • Experience of producing press releases • ICT skills: <ul style="list-style-type: none"> ○ Microsoft Office 365 suite ○ Leaflet / poster design 	Familiarity with MailChimp	<p>Interview</p> <p>Application form</p> <p>References</p>

	<ul style="list-style-type: none">○ Familiarity with using and maintaining Facebook and Twitter sites○ Experience of editing websites○ Familiarity with Zoom and MS Teams video conferencing	Familiarity with CANVA Ability to use WordPress	
--	--	--	--