

**Person Specification: Communications and Events Officer**

Mar 2025	Essential	Desirable
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in dealing with members of the public</li> <li>• Experience in communicating with the media</li> <li>• Proficiency in Microsoft Office Suite/365</li> <li>• Experience in delivering events or projects</li> <li>• Experience in using social media in a workplace setting and for events - including Facebook events, pages, and adverts</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working in an office environment</li> <li>• CIPR qualifications or equivalent</li> <li>• Experience in community and stakeholder engagement</li> <li>• Experience in managing volunteers</li> <li>• Community engagement experience</li> <li>• Ability to produce press releases</li> <li>• Ability to produce brochures</li> <li>• Experience in working in local government</li> <li>• Experience in cash handling and debit card payments</li> <li>• Understanding of Health &amp; Safety relating to events</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to network and form effective working relationships with stakeholders</li> <li>• Good organisational skills with an ability to prioritise workload to meet deadlines</li> <li>• Excellent customer service skills</li> <li>• Strong problem-solving skills</li> <li>• Experience and proficiency in content management systems, social media platforms, web analytics tools, and digital marketing methods</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and data collation</li> <li>• Digital photo editing skills</li> <li>• Interest in graphic design and layout</li> <li>• Experience in using Canva, WordPress, Mailchimp, Social bee and Survey Monkey</li> <li>• Good local knowledge of Thame</li> <li>• Understanding of GDPR (General Data Protection Regulations)</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Education to a minimum A Level (or equivalent)</li> <li>• Willingness to undertake training and learn new skills</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to a degree standard</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• To be a creative thinker</li> <li>• Ability to take a holistic approach to council communications</li> <li>• Friendly, collaborative, and outgoing, with excellent interpersonal skills and an ability to build effective working relationships</li> <li>• Self-motivated, with the ability to work successfully on own initiative and as part of a team</li> <li>• Flexible approach to work with a willingness to work outside of normal working hours, including evenings and weekends</li> <li>• Ability to demonstrate sensitivity and empathy</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in local issues</li> </ul>