



## **Data and Communications Administrator**

### **Person Specification**

#### **Essential**

1. Excellent and high level written, verbal, and numerical skills.
2. Experience of using databases and complex data sources.
3. Experience of gathering and collating information and producing accessible communications.
4. Experience of marketing and promotion, including on social media platforms.
5. Experience in internal and external communications enhanced by efficient use of IT systems.
6. Ability to use IT systems and electronic resources, and to record and retrieve information accurately using these systems.
7. Ability to write reports and take minutes of meetings.
8. Good interpersonal and networking skills.
9. Willingness to be flexible in the role and to support colleagues.
10. Experience of managing time against competing priorities and handling a varied workload.
11. A commitment to equality and skills to engage, communicate and work with a wide range of people from different backgrounds and with a range of abilities.

#### **Desirable**

1. Experience of working or volunteering in a third sector organisation.
2. Experience of working in a legal or advice setting.
3. Experience in research and campaigning work.

**Desirable criteria are set out in order of importance to the organisation and will be weighted accordingly.**