**PERSON SPECIFICATION**

**Assessment type: A = Application I = Interview**

**Essential qualifications, skills, experiences and characteristics**

* Educated to degree-level or equivalent **A/I**
* Experience of working within a team and coordinating team members **A/I**
* Experience of working in a media, journalism, marketing or public relations environment **A/I**
* Excellent communication skills including written, telephone and interpersonal **A/I**
* Proficient in the use of Microsoft Office suite **A/I**
* Proficient in the use of Adobe Suite or equivalent **A/I**
* Confident filming and editing video footage for social media platforms **A/I**
* Use of a car or ability to travel independently **A**
* Ability to juggle work for several different programmes at the same time **A/I**
* Ability to meet deadlines and manage time effectively **I**

**Desirable skills, experience and characteristics**

* An understanding of creating and distributing marketing campaigns to a micro and macro audience **A/I**
* Experience of publicity/promotion of initiatives and events **A/I**
* Experience of working within professional football environment **A**
* Experience producing press releases and designing visuals **A/I**
* Competent with social media channels including use of Facebook and Twitter for work purposes and knowledge of scheduling tools **A**
* Ability to work on your own initiative and within small groups/teams **A/I**
* Flexibility and a willingness to learn and develop new skills **A/I**