



## Chichester City Council

### Person Specification – Communications and Civic Support Officer

	Importance	How Assessed
<b>Experience</b>		
At least 1 year of marketing or promotion campaign management experience.	Essential	Application /interview
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Councils operate.	Desirable	Application /interview
Work in the non-profit or voluntary/community sector.	Desirable	Application /interview
Experience of taking minutes and providing Council Committee support.	Desirable	Application /interview
<b>Knowledge</b>	<b>Importance</b>	<b>How Assessed</b>
Competent use of Microsoft Word, Outlook and PowerPoint.	Essential	Interview
Creative use of social media to achieve specific aims and to share targeted messaging.	Essential	Interview
Campaign planning for projects.	Essential	Interview
Writing press releases, newsletters, web updates and other corporate communications.	Essential	Interview
Website content management and understanding of data protection and accessibility requirements.	Essential	Interview
The ability to create interesting and effective designs for use across all communication media.	Essential	Interview
Strong customer service experience and dealing with members of the public.	Essential	Interview
Event management experience	Desirable	Desirable
<b>Skills</b>	<b>Importance</b>	<b>How Assessed</b>
Use of Canva or similar applications for creative work.	Essential	Interview

	<b>Importance</b>	<b>How Assessed</b>
Taking the initiative to managing own workload, work tasks and being able to meet deadlines with minimal supervision.	Essential	Interview
A starter and finisher who takes ownership of tasks.	Essential	Interview
A positive 'can do' attitude to work and willingness to take on tasks outside of the usual role to help when required.	Essential	Interview
Can work in a proactive manner to make the job your own.	Essential	Interview
Thinks of solutions when faced with problems Dealing with challenging interactions confidently and with diplomacy.	Essential	Interview
Resilience and sound judgement, especially when dealing with sensitive or challenging communications social media.	Essential	Interview
Collaborative and approachable.	Essential	Interview
Excellent attention to detail and an eye for design Able to quickly grasp the Council sector and understand how we operate.	Essential	Interview
<b>Qualifications</b>	<b>Importance</b>	<b>How Assessed</b>
English and Mathematics GCSEs or equivalent qualification to grade C / 4.	Essential	Application
Higher or further education qualification in Arts or Media.	Desirable	Application
Creative arts qualification.	Desirable	Application
Specialist communications training or qualifications (e.g. CIM, etc.).	Desirable	Application
Relevant Local Council Administration qualification (e.g. iLCA or CiLCA)	Desirable	Application
<b>Other</b>		
Willingness to work flexibly including some weekend and evening working	Essential	Interview
Possession of a full driving licence	Desirable	Application