

### Person Specification – Voice and Information Officer

As part of your written application you will need to demonstrate and provide evidence of the following criteria in your written application. Please include voluntary, unpaid and paid work.

	Essential
<b>Experience</b>	
At least 2 years experience of working with or in public sector bodies at a variety of levels	✓
Successful experience of working with and influencing key stakeholders	✓
Experience of working with, and being sensitive to, different cultures	✓
An ability to analyse, contribute to and summarise complex strategies	✓
Demonstrable track record of success in project management and leadership and team working	✓
Experience of working independently and managing a large workload	✓
Proven track record of communicating with a wide range of audiences using different media both verbally and in writing to groups and individuals	✓
<b>Skills and Abilities</b>	
Able to use a range of IT programmes including Word, Excel, Outlook, Twitter and Facebook and quickly adapt to unfamiliar programmes	✓
Able to manage, update and analyse numerical data	✓
Ability to adapt to and understand civil society and public sector organisations' needs	✓
Able to keep up to date with national policy initiatives around CSOs and the public sector	✓
<b>Knowledge and Qualifications</b>	
Educated to Degree Level with 2 years work experience or 5 years work experience	✓
An understanding of, and commitment to, the not-for-profit sector	✓
<b>Other requirements</b>	
Able to work occasional evenings and weekends	✓
Willingness to, travel regionally and nationally	✓