

### Person Specification

**Post Title:** Administration and Communications Officer

**Summary of Job:** *See attached Job Description*

**Please note.** *The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application form*

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> <li>• Administrative experience, including servicing meetings</li> <li>• Experience of engaging with local media</li> <li>• Maintenance of electronic records and databases</li> <li>• A track-record of dynamic and creative writing</li> <li>• Voluntary or paid work with asylum seekers / refugees <i>and / or</i></li> <li>• Lived experience of the refugee journey</li> <li>• Experience of organising events</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of contributing to successful funding applications, production of evaluation reports and fundraising activities</li> </ul>	<p>Application form</p> <p>Interview</p>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> <li>• Awareness of the City of Sanctuary movement, its ethos and aims</li> <li>• Basic awareness of the asylum process</li> <li>• Some knowledge of local asylum and refugee support services</li> </ul>		<p>Application form</p> <p>Interview</p>
CIRCUMSTANCES PERSONAL	<ul style="list-style-type: none"> <li>• Ability to work from home</li> <li>• Access to computer and internet</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work hours over 4 or 5 days each week</li> </ul>	<p>Application form</p>

<p>DISPOSITION/ADJUSTMENT /ATTITUDE</p>	<ul style="list-style-type: none"> <li>• Capacity and willingness to work occasional evenings</li> <li>• Interest in and sensitivity towards the needs of asylum seekers</li> <li>• Respect for cultural, ethnic and religious diversity</li> <li>• Ability to self-motivate, prioritise and take initiative</li> <li>• Energy, creativity and flexibility</li> <li>• Proven record of reliability and time management</li> <li>• Commitment to equal opportunities and anti -discriminatory practice</li> </ul>	<ul style="list-style-type: none"> <li>• Resident in Bradford District</li> </ul>	<p>Interview</p> <p>Application form</p> <p>References</p>
<p>PRACTICAL AND INTELLECTUAL SKILLS</p>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English</li> <li>• Ability to produce reports within timescales</li> <li>• Experience of producing press releases</li> <li>• ICT skills:             <ul style="list-style-type: none"> <li>○ Microsoft Office</li> <li>○ Leaflet / poster design</li> <li>○ Familiarity with using and maintaining social media sites</li> <li>○ Experience of editing websites</li> <li>○ Familiarity with Zoom video conferencing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use WordPress</li> </ul>	<p>Interview</p> <p>Application form</p> <p>References</p>