



## ISLE OF WIGHT ASSOCIATION OF LOCAL COUNCILS

### IWALC COMMUNICATION OFFICER

#### PERSON SPECIFICATION

		<b>Essential/Desirable</b>
1.	Experience in communications or related discipline	Desirable
2.	Knowledge and understanding of uses of social media	Desirable
3.	Ability to source information and present it in an engaging and relevant form.	Desirable
4.	Ability to create content for a range of audiences, and communication channels.	Desirable
5.	Initiative and self-motivation	Essential
6.	Ability to work collaboratively	Essential
7.	Ability to uses Microsoft Office	Essential
8.	Familiarity with WordPress/website content management systems.	Desirable
9.	Ability to be flexible, prioritise and multi-task	Essential
10.	Ability to exercise political sensitivity and clear judgement and arrive at a balanced view.	Desirable
11.	Knowledge of and the ability to work with the full range of Isle of Wight media outlets.	Desirable
12.	A clear understanding of the need to engage with communities and to promote good relationships	Essential
13.	Ability to deal with confidential matters sensitively	Essential
14.	Good interpersonal skills to develop and maintain good working relationships	Essential



15.	Knowledge of national and local government policy context	Desirable
16.	Ability to handle complaints and difficult situations	Desirable
17.	An understanding of and commitment to equality and diversity.	Essential