

Communications and Marketing Officer			
	SKILL	Essential	Desirable
1.	Experience and knowledge of various social media platforms including Instagram, Twitter and Facebook	✓	
2.	Knowledge of IT applications for the purposes of creating social media and online content.	✓	
3.	Demonstrate strong creative skills.	✓	
4.	Flexibility to work across a number of workstreams and work within established delivery procedures.	✓	
5.	Sound understanding and use of Microsoft office suite: - Word and PowerPoint plus a good understanding of Excel and Publisher.	✓	
6.	Sound understanding of Adobe Creative Suite (Specifically Illustrator and Photoshop) and CANVA	✓	
7.	Experience of working with other organisations on joint projects.		✓
8.	Experience of creating innovative and engaging social content		✓
9.	Experience of creating exciting and engaging graphical content.		✓
10..	Excellent presentation skills, preparation and delivery of themed presentations		✓