

Person Specification			
Post Title: Administration and Communications Officer			
Summary of Job: <i>See attached Job Description</i>			
<i>Please note.</i> <i>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</i>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE Evidence of the following:	<ol style="list-style-type: none"> 1. Administrative experience, including servicing meetings and minute-taking 2. Voluntary or paid work with asylum seekers / refugees <i>and / or</i> 3. Experience of contributing to successful funding applications, production of evaluation reports and fundraising activities 4. A track-record of communicating creatively in writing, through social media and by spoken presentation. 5. Experience of organising events 6. Experience of collaborative working and of building relationships across a variety of organisations 7. Maintenance of electronic records and databases 	<ul style="list-style-type: none"> • Experience of engaging with local media • Experience of recruiting and supporting volunteers • Lived experience of the refugee journey 	Application form Interview

SPECIAL KNOWLEDGE	<ol style="list-style-type: none"> 1. Awareness of the City of Sanctuary movement, its ethos and aims 2. A basic awareness of the asylum process 3. Some knowledge of local asylum and refugee support services 		<p>Application form</p> <p>Interview</p>
PERSONAL CIRCUMSTANCES	<ol style="list-style-type: none"> 1. Ability to work from home with access to the internet 2. Capacity and willingness to work occasional early evenings and very occasional Saturdays 	Resident in Bradford District	Application form
DISPOSITION/ADJUSTMENT /ATTITUDE	<ol style="list-style-type: none"> 1. Interest in and sensitivity towards the needs of asylum seekers 2. Respect for cultural, ethnic and religious diversity 3. Ability to self-motivate, prioritise and take initiative 4. Energy, creativity and flexibility 5. A proven record of reliability and effective time management 6. Commitment to equal opportunities and anti -discriminatory practice 		<p>Interview</p> <p>Application form</p> <p>References</p>

<p>PRACTICAL AND INTELLECTUAL SKILLS</p>	<ol style="list-style-type: none"> 1. Excellent written and spoken English 2. Ability to produce reports within set timescales 3. Experience of producing press releases 4. ICT skills: Microsoft Office 365 suite and Google Workspace 5. Leaflet / poster design 6. Familiarity with using and maintaining Facebook and Instagram. 7. Experience of editing websites 8. Familiarity with Zoom and MS Teams video conferencing 	<ul style="list-style-type: none"> • Familiarity with MailChimp • Familiarity with CANVA • Ability to use WordPress 	<p>Interview</p> <p>Application form</p> <p>References</p>
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