**Person Specification**

**Job title:** **Head of Communications**

**Date:** **August 2022**

## Experience and Qualifications

**Essential:**

1. A minimum of three years’ experience of leading on the delivery of a Communications strategy, with responsibility for:
   * Strengthening and promoting the profile of an organisation (or equivalent)
   * Creating and delivering a media strategy using a broad range of resources including producing press releases and working with the media
   * Creating and managing a wide range of content (written, audio, digital) to support communications activities
   * Provision of a high-quality information service to a range of end users.
2. A relevant third level qualification (Degree or equivalent level qualification) in Communications, PR, Marketing or other relevant business discipline. Alternatively, five years’ experience in communications role/roles.
3. Proficient in the use of desktop applications such as Microsoft office, in addition to a broad range of social media platforms and content management of websites.

**Desirable:**

1. Minimum of two years’ direct line management experience.
2. Two years’ experience of website management including the management of external suppliers.
3. An understanding of regulatory frameworks associated with Cyber Essentials Plus accreditation and GDPR regulation.
4. Experience of working within the voluntary and community sector.
5. Membership of CIM or CIPR.

## Skills and competencies

**Essential:**

1. Excellent organisational skills to include the ability to meet a variety of deadlines and manage a diverse workload.

1. Excellent oral, written and presentation communication skills and the ability to adjust the style and content to meet needs as appropriate.

1. Ability to build and manage excellent working relationships with key stakeholders.

## Interests and knowledge

**Essential:**

1. An interest and understanding of the voluntary and community sector in Northern Ireland.

## Other requirements

**Essential:**

1. Ability to work within the mission, vision and values of NICVA.

1. Ability to occasionally work flexible hours and travel throughout Northern Ireland as required by the job.

1. Committed to NICVA’s Equal Opportunities Policy.

## Legal

**Essential:**

1. To ensure the appropriate business car insurance is in place if the successful candidate claims mileage expenses and uses their own vehicle for work purposes.

### Assessment Method – Head of Communications August 2022

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| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **Method of Assessment** |
| **Experience and Qualifications**     1. A minimum of three years’ experience of leading on the delivery of a Communications strategy, with responsibility for:    * Strengthening and promoting the profile of an organisation (or equivalent)    * Creating and delivering a media strategy using a broad range of resources including producing press releases and working with the media    * Creating and managing a wide range of content (written, audio, digital) to support communications activities   - Provision of a high-quality information service to a range of end users.  2. A relevant third level qualification (Degree or equivalent level qualification) in Communications, PR, Marketing or other relevant business discipline. Alternatively, five years’ experience in communications role/roles.  3. Proficient in the use of desktop applications such as Microsoft office, in addition to a broad range of social media platforms and content management of websites.  4. Minimum of two years’ direct line management experience.  5. Two years’ experience of website management including the management of external suppliers.  6. An understanding of regulatory frameworks associated with Cyber Essentials Plus accreditation and GDPR regulation.  7. Experience of working within the voluntary and community sector.  8. Membership of CIM or CIPR. | Essential                            Essential  Essential  Desirable  Desirable  Desirable  Desirable  Desirable | Shortlisting and interview  Shortlisting  Shortlisting and interview  Shortlisting  Shortlisting  Shortlisting  Shortlisting  Shortlisting |
| **Skills and competencies**     1. Excellent organisational skills to include the ability to meet a variety of deadlines and manage a diverse workload. 2. Excellent oral, written and presentation communication skills and the ability to adjust the style and content to meet needs as appropriate. 3. Ability to build and manage excellent working relationships with key stakeholders. | Essential        Essential  Essential | Shortlisting and Interview  Shortlisting and Interview  Shortlisting and Interview |
| **Interest and knowledge**   1. An interest and understanding of the voluntary and community sector in Northern Ireland. | Essential | Interview |
| **Other requirements**   1. Ability to work within the mission, vision and values of NICVA.      1. Ability to occasionally work flexible hours and travel throughout Northern Ireland as required by the job.      1. Committed to NICVA’s Equal Opportunities   Policy. | Essential      Essential        Essential | Interview      Shortlisting        Shortlisting |
| **Legal**  To ensure the appropriate business car insurance is in place if the successful candidate claims mileage expenses and uses their own vehicle for work purposes. | Essential |  |