

## Person Specification

### Communications & Marketing Officer

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>1. Qualifications</b>	English and Maths qualifications equivalent to GCSE grades A-C	Marketing or communications qualification
	Level 3 qualification equivalent to A level	
<b>2. Relevant experience</b>	Minimum of a years' experience in a communications or marketing role	Digital marketing experience
		Copy writing experience
<b>3. Skills and Abilities</b>	Excellent communication skills both oral and written	Knowledge of IT systems and networks
	Excellent time management and organisational skills	
	Ability to develop and sustain positive relationships	
	Ability to work as part of a team and to represent Flitwick Town Council professionally at all times	
	Computer literate to include use of Microsoft Office, including Microsoft Publisher and Adobe InDesign	
	Must be able to work under pressure and meet advert deadlines	
	Knowledge of updating websites (in-house training will be provided)	
<b>4. Personal attributes</b>	Positive and pro-active approach to work with the ability to find solutions to problems	
	Good attention to detail to ensure all details are covered	