

Person Specification

Core Competencies	Description	Essential / Desirable to the Role
Employment Experience	Proven track record and experience in a related role.	Essential.
Knowledge and Understanding	Working knowledge of relevant legislation and restrictions including the General Data Protection Regulation (GDPR). An understanding of social media channels.	All Desirable.
Job Specific Skills	Competent to use Microsoft Office packages (e.g. Outlook, Word, Excel). An excellent standard of literacy and numeracy. Full UK driving licence.	All Essential.
Personal Qualities	Excellent communication and interpersonal skills with confidence to liaise with customers. Strong organisation skills, with attention to detail and ability to multitask. Demonstrate cultural awareness and respect for diversity at all times.	All Essential.