**Person specification Communications Manager (part time)**

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|  | **Requirement** | **Essential** | **Desirable** |
| **Appearance** | Professional at all times | Checkmark |  |
| **Qualifications** | Excellent IT, numeracy and literacy skills | Checkmark |  |
|  | Proficient in design and photo editing software |  | Checkmark |
|  | CIM or other marketing qualification |  | Checkmark |
| **Communication** | Excellent written and verbal communications skills | Checkmark |  |
|  | Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts | Checkmark |  |
| **Experience** | Experience in role related to marketing, public relations or communications | Checkmark |  |
|  | Experience in copywriting for various platforms, including press releases and promotional materials | Checkmark |  |
|  | Proven ability to prioritise, manage and complete a variety of tasks at a time in periods of high pressure. | Checkmark |  |
|  | Experience of working within, or demonstratable knowledge of, the charity sector or social care environment |  | Checkmark |
|  | Able to manage confidential matters discreetly | Checkmark |  |
|  | Excellent time management and organisational skills. | Checkmark |  |
| **Personality and****Temperament** | The ability to remain calm under pressure | Checkmark |  |
|  | Must exhibit strong attention to detail | Checkmark |  |
|  | Creative thinker with the ability to generate innovative PR ideas | Checkmark |  |
|  | Good sense of humour |  | Checkmark |
|  | Polite and self-confident | Checkmark |  |
|  | A proactive, effective team member | Checkmark |  |
| **Motivation** | A passion for motiving and inspiring others |  | Checkmark |
|  | Active engagement with, and support of, Thorngate Churcher Trust’s visions and values | Checkmark |  |
|  | A reliable and hard-working approach to this important work | Checkmark |  |
|  | Able to lead and work on own initiative | Checkmark |  |

Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitable qualified people from all sections of the community.