

**Person Specification**

**Communications & Prayer Coordinator**

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| **ATTRIBUTES/SKILLS** | **ESSENTIAL** | **DESIRABLE** |
| **Education/Professional**  **Qualifications** | * Educated to tertiary level or equivalent lifelong learning | * A degree in a subject related to English Language or writing. |
| Experience | * Considerable relevant experience of proofing and editing written English * Experience of working with others on written/communications projects. | * Experience of managing publications |
| Skills | * Ability to multi-task * Proactive when finding problems * Project Management * Writing * Editing & Proofing * General administration skills * Good working knowledge of Microsoft Word, Excel and Outlook, or similar packages * Good listening and interviewing skills | * Audio recording * Design * Social media |
| Personal Qualities | * Can relate to a diverse range of people at different levels, both face to face and remotely. (Zoom or equivalent) * Relationship builder * Passion for prayer | * A knowledge or experience of mission |