

 **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.
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| Experience | * Considerable relevant experience of proofing and editing written English
* Experience of working with others on written/communications projects.
 | * Experience of managing publications
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| 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
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| 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
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