**Person specification**

**Job Title: Communications assistant**

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| **KNOWLEDGE**  *The level and breadth of knowledge to do the job, eg. understanding of a defined system, method or procedure, legal or regulatory frameworks etc* |
| Essential   * Experience of writing news stories, match reports and press releases * Excellent written and verbal communication skills * Understanding of English football’s structures and regulations   Desirable   * Experience of working within an elite sports organisation * Understanding of Lincoln City’s structure and history |

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| **TECHNICAL/WORK-BASED SKILLS**  *Skills specific to the job, eg. computer competency, typing skills, coaching skills etc* |
| Essential   * Excellent understanding of written English, and the ability to communicate clearly * Knowledge of image/video editing software such as Adobe Creative Suite |

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| **GENERAL SKILLS AND ATTRIBUTES**  *More general characteristics, eg. flexibility, communication skills, team working etc* |
| Essential   * Very good eye for detail * Ability to plan own workload and prioritise accordingly to meet deadlines * Willingness to work flexible hours |

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| **EXPERIENCE**  *Proven record of experience in a particular field, profession or specialism* |
| Essential   * Experience of working with online content management systems * Experience of contributing to Twitter and Facebook accounts   Desirable   * Experience of contributing to Tik Tok and Instagram accounts |

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| **QUALIFICATIONS**  *The level of educational, professional and/or occupational training required* |
| Essential   * Driving licence   Desirable   * Undergraduate qualification in a communications-related topic * NCTJ preliminary exams |