**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
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