

RESEARCH, COMMUNICATIONS & POLICY ASSISTANT

EMPLOYMENT SPECIFICATION



	Attributes	Criteria	Rank
1	Education and Training Attainments	Degree- level education  Or  Equivalent in a relevant discipline	Essential   Essential
2	Relevant Experience	Experience in the field of PR and communications  Experience of building and maintaining relationships with stakeholders  Experience of research  Experience of drafting and presenting reports  Experience of working independently  Experience of policy work  Knowledge of the not-for-profit/ charity sector  Knowledge of the housing association sector and contact relative social housing and the public and private housing market in general	Essential  Desirable  Desirable  Desirable  Desirable  Desirable  Desirable  Desirable
3	Knowledge and Skills	Excellent communication and negotiation skills  Excellent interpersonal skills  Strong verbal and written skills  Creativity and an ability to generate engaging communication  Planning and analytical skills	Essential  Essential  Essential  Desirable  Essential
4	Special Aptitudes	Ability to be self-motivated and work on own initiative and also be part of a team  The ability to handle sensitive and confidential information  The ability to deal with problems/enquires in a diplomatic and sensitive manner  A high level of organisational skills and the ability to prioritise workload and meet deadlines  Can-do attitude and flexible approach	Essential  Essential  Desirable  Desirable  Desirable
5	Additional Factors	Willingness to work outside normal office hours on occasions	Essential

		Full, clean driving licence and daily use of car. Where prevented from this due to a disability the candidate must be able to demonstrate how they will meet the mobility requirements of the post	Essential
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