



PERSON SPECIFICATION

Position: Policy & Communication Assistant

Date: June 2021

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Undergraduate degree or equivalent	✓		Application
An understanding of the life science sector		✓	Application
Experience			
Experience in communicating complex issues simply and effectively	✓		Application/ Interview
Experience of authoring and publishing website content using a content management system (preferably Wordpress)		✓	Application/ Interview
Experience of writing effective minutes of a meeting		✓	Application/ Interview
Experience of an email management system (preferably Mailchimp)		✓	
Experience of using a Customer Relationship Management system		✓	
Knowledge			
Can demonstrate use of social media to promote a campaign/cause	✓		Application / Interview
Knows how to produce graphics for social media as well as websites		✓	Application / Interview
Can demonstrate an ability to manage multiple workstreams which may have competing priorities		✓	Application / Interview
Knows how to work with committees and organise cross-committee activities		✓	Application
Has a good understanding of Data Protection including GDPR		✓	
Skills			
Has analytical and numeracy skills, in order to extract and interpret useful information from survey data and other information sources	✓		Application / Interview
Can write effectively to engage a wide audience using channels such as blogs, newsletters etc	✓		Application / Interview
Has excellent interpersonal skills, with the ability to deal confidently with a range of people at all levels, both internally and externally	✓		Interview
Has excellent communication skills including face to face, digital, written and telephone	✓		Interview
Has proficient computer skills – experience with Word, Outlook, Excel, PowerPoint, and online platforms such as MS Teams and Zoom	✓		Application

Attitude			
A self-starter who is organised, flexible, able to work under pressure, prioritise workload, resourceful and meet deadlines	✓		Interview
Is eager to learn about and understand the work of FPM and the wider life sciences environment	✓		Interview
Is willing to undertake routine administrative and practical duties	✓		Interview
Can demonstrate a willingness to champion equality, diversity and inclusion, and to uphold our organisational values (Professional, Innovative, Caring, Collaborative, Credible, Learned)	✓		Interview