**PERSON SPECIFICATION**

**Position: Policy Coordinator Date: March 2023**

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| **REQUIREMENTS** | **Essential** | **Desirable** | **Application/ Interview** |
| **Education** | | | |
| Can demonstrate successful completion of a course or programme of education to degree standard or equivalent | **✓** |  | Application |
| **Experience** | | | |
| Has experience in writing meeting notes and administrative messages |  | **✓** | Application/ Interview |
| Has experience in writing for digital media |  | **✓** | Application/ Interview |
| Knows how to collate and organise information | **✓** |  | Application/ Interview |
| Has experience in a policy focused role |  | **✓** | Interview |
| **Knowledge** | | | |
| Understands the administration of committees and working groups |  | **✓** | Application |
| Has the aptitude to quickly learn to use unfamiliar IT systems | **✓** |  | Application / Interview |
| Can lead on the delivery of a task |  | **✓** | Application / Interview |
| **Skills** | | | |
| Able to work as part of a team with staff, group members and external organisations | **✓** |  | Application / Interview |
| Able to organise time and meet deadlines | **✓** |  | Interview |
| Is confident in communicating both verbally and in writing | **✓** |  | Interview |
| Has an eye for detail and strives for accuracy | **✓** |  | Application / Interview |
| Proficient computer skills – experience with Word, Outlook, Excel, PowerPoint | **✓** |  | Application |
| **Attitude** | | | |
| A self-starter who conducts themselves professionally | **✓** |  | Interview |
| Able to work flexibly, balanced competing priorities | **✓** |  | Interview |
| Is eager to learn about and understand the work of FPM | **✓** |  | Interview |
| Is willing to undertake routine administrative and practical duties | **✓** |  | Interview |
| Will respond positively and constructively to advice | **✓** |  | Interview |