



The National Federation of SubPostmasters

Person Specification Communications Officer

Essential

- Excellent written and verbal communication skills, including ability to write clearly and accessibly on complex issues for publication.
- Ability to proof read and edit copy for publication.
- Experience of undertaking or commissioning and overseeing design work.
- Ability to meet deadlines and work under pressure.
- Ability to use own initiative and to work effectively alone and as part of a team.
- Experience of project management within a marketing, PR, publications or other communications context.
- Computer literacy and ability to be administratively self-servicing.
- Interest in and ability to quickly gain excellent understanding of issues affecting subpostmasters and the post office network.
- Experience of commissioning and working with external contractors.
- Experience of delivering a range high quality communications materials, including website, reports, newsletters.

Desirable

- Experience of working with the media, including preparing press releases.
- Experience of PR and/or marketing methods.
- Experience of using desk top publishing software.
- Experience of working for a membership organisation, trade union or within the not-for-profit sector