



The National Federation of SubPostmasters

Person Specification Policy and Research Officer (Maternity Cover)

Essential

- Experience of managing and conducting research projects.
- Experience of monitoring and analysing complex information for policy implications.
- Excellent written and oral communication skills; able to communicate complex information to a range of internal and external audiences in a clear, concise and accurate way through articles, reports and briefings.
- Experience of maintaining information systems.
- Ability to use own initiative and to work effectively alone and as part of a team.
- Ability to meet deadlines and to work under pressure.
- Computer literacy and ability to be administratively self-servicing.
- Ability to work with local, devolved and national government.
- Experience of working closely with other agencies and representing an organisation to external audiences.
- Interest in and ability to rapidly gain excellent understanding of issues affecting subpostmasters and the post office network.
- Interest in and understanding of current affairs, in particular social and financial exclusion issues.

Desirable

- Experience of working for a membership organisation, trade union or within the not-for-profit sector.
- Experience of writing submissions to government and other consultations.