



PR and Policy Officer Personal Specification

Knowledge, Experience and Skill Set Required

- ✚ Degree qualified and/or relatable experience in public affairs, policy and/or communications
- ✚ Demonstrable experience of researching and analysing data to support the development of policy
- ✚ Demonstrable experience of report writing
- ✚ Experienced in writing and distribution of media statements and acting as media liaison to ensure successful positioning of articles and features on print and broadcast media
- ✚ Experience of parliament and politics, and a good understanding of health policy is desirable.
- ✚ Excellent writing and editing skills essential
- ✚ Demonstrable experience of planning, prioritising and managing multiple activities with high levels of attention to detail, ensuring deadlines are met
- ✚ Strong interpersonal skills in order to influence and interact effectively with a wide range of internal and external stakeholders
- ✚ Excellent IT skills including the use of databases and Microsoft Office
- ✚ Evidence of good and effective team working