**Person specification: Communications Assistant**

The successful candidate must have:

* flexibility, good time management, and the capability to handle competing demands within a small organisation;
* a good eye for detail and the skill to spot proofing errors in our emails, website, social media and magazine;
* the ability to write accurately and clearly to a deadline;
* good communications skills, using diplomacy and professionalism in dealings with members, government departments and the media;
* a proactive attitude; and
* an interest in government and current affairs.

It is desirable, but not essential, that the successful candidate has:

* the skill to quickly write engaging and succinct copy tailored to the intended audience; and
* experience in using relevant software (e.g. social media platforms, website content management systems and email marketing software).