**Person specification**

The successful candidate must have:

* the skill to quickly write accurate, succinct and engaging copy tailored to the intended audience;
* the ability to meet tight deadlines;
* flexibility, good time management, and the capability and judgement to handle competing demands within a small organisation;
* good communications skills, using diplomacy and professionalism in dealings with the media, Government departments and members;
* self-motivation and a proactive attitude, working with minimal supervision; and
* an interest in current affairs.

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

* experience in a similar role in communications and/or journalism;
* experience in using relevant software (Adobe Creative Cloud, content management systems, and social media platforms); and
* an interest in government and the union movement.