

## Communications & Involvement Officer

<u>Knowledge/Experience</u>	<u>Essential/ Highly Desirable/ Desirable</u>
Experience of communications / marketing	E
Experience of creating content	E
Experience of working with the media	HD
Experience of engaging with people with differing communication needs	HD
Experience of networking and building good relationships	HD
Experience of presenting in public/to small groups	HD
Experience of working in Health or Social Care	HD
Experience of website management (WordPress)	D
Experience working with volunteers and community groups	D
Experience of social media strategy	D
<u>Skills and Abilities</u>	
Able to relate to a diverse range of people	E
Attention to detail	E
Ability to build and maintain relationships	E
Ability to prioritise own workload	E
Ability to work with external stakeholders	E
Excellent presentation and written skills	E
Organised, able to prioritise, with excellent time management skills	E
Well-developed IT skills	E
Ability to work independently, as part of a team and through others	E
<u>Personal Qualities</u>	
Desire to improve services based on feedback from the public	E
Self-motivated	E
Flexible	E
Confident, Outgoing, persuasive and enthusiastic	E
Proactive & Energetic	E
<u>Values</u>	
Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E
Commitment to community-led development	E

The role is a mix of office and home-based working. Possession of valid UK driver's licence and able to travel within Surrey using own vehicle is required.