

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

COMMUNICATIONS OFFICER

PERSON SPECIFICATION

Essential

- Educated to degree level or equivalent
- Experience in administration/editing/writing or similar
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the OCHJS
- Ability to work independently and use judgement, tact and discretion in dealing with sensitive issues
- Excellent written and oral communication skills in English
- Ability to maintain utmost confidentiality
- Social media literacy
- Excellent time management and forward-planning skills, and the ability to organise information efficiently, prioritise work effectively, and take appropriate action to meet deadlines
- Ability to work to a high standard, with attention to detail and a high level of accuracy
- Ability to organise meetings and make administrative arrangements
- Excellent IT skills, particularly in terms of using Microsoft Office, SharePoint, WordPress, and social media platforms
- Knowledge of and experience of following GDPR
- Flexible and adaptable
- Right to work in UK

Desirable

- Experience of working within an Oxford College, the University of Oxford, or similar higher education or not-for-profit environment
- First Aid at Work qualification
- Mental Health First Aid qualification
- Trained to use an automated external defibrillator (AED)