

Bishop Stopford School

faith | justice | responsibility | truth | compassion

Headteacher: Miss Jill Silverthorne MA



PERSON SPECIFICATION – PR and Community Partnerships Lead (Non-teaching)

	Essential	Desirable
Education/Qualifications and Special Training	<ul style="list-style-type: none"> GCSE English and Maths at 4/ C grade or above A-Levels or equivalent 	<ul style="list-style-type: none"> Degree or other recognised qualification above level 3 in marketing, PR or related subject
Knowledge and Skills	<ul style="list-style-type: none"> Excellent interpersonal, networking and communication skills, including presentation skills Excellent customer service skills, including phone and face to face Excellent IT skills Problem solving skills Excellent project management skills Shows attention to detail Experience of working with budgets Willingness to engage with local context Branding Promotion through traditional and multimedia platforms Ability to make decisions and plan and organise own workload Ability to work under pressure and adapt to changing demands and have a flexible approach to work 	<ul style="list-style-type: none"> Success in bid writing



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Experience	<ul style="list-style-type: none"> • Experience of working with people from different backgrounds and ages. • Experience of working in a PR or marketing role • Experience of income generation 	<ul style="list-style-type: none"> • Previous experience of setting up a new role within an established organisation • Worked within a secondary, MAT or FE sector • Proven track record in income generation • Successful relationships with a range of stakeholders
Personal Attributes	<ul style="list-style-type: none"> • Fully supportive of the ethos of a Church of England school and the core values of the school • Conscientious, enthusiastic and self-motivated • Generous with time and spirit • Trustworthy and discreet when handling confidential information • Effective team player • A good sense of humour • An effective and active listener • Has influence with a variety of stakeholders 	

