

PERSON SPECIFICATION – Communications Assistant
(contract until 26th June 2009)
Ulster Rugby, 85 Ravenhill Park, Belfast BT6 0DG

Applicants should, at the closing date for applications, be able to display and provide evidence of the following qualifications/training, experience, specialist knowledge, skills/abilities and behaviours outline below in this person specification

Ulster Rugby reserves the right to enhance criteria to facilitate short-listing

If selected for interview, applicants will be required to demonstrate the knowledge, skills and behaviours specified below.

CRITERION	ESSENTIAL	DESIRABLE
Physical	None	None
Qualifications and Training	Working knowledge of Microsoft Office (Word, Excel, Powerpoint and Outlook)	Third level qualification in a communications, PR or marketing discipline Knowledge of Adobe Photoshop
Experience	Ability to show previous experience of having writing for publication, for example, for website, press releases, promotional literature, newspaper or magazine articles etc.	Previous experience of Content Management Systems for updating websites At least six months previous work experience in a customer or client facing role At least six months previous experience in a communications or PR role that involved working with the media, and in which you can demonstrate experience of writing for website or publication, for example, press releases, articles etc
Specialist Knowledge	Ability to demonstrate a knowledge of Rugby Football at a Professional Game Level in Ulster.	
Skills and Abilities	Excellent communication skills (written and spoken)	

	<p>Ability to display initiative and work on own if required</p> <p>Strong organisational skills</p> <p>Ability to work to deadlines</p>	
Behaviours	<p>Self-motivated</p> <p>Team Player</p> <p>An eye for detail and meticulous approach to tasks</p>	
Circumstances	<p>Able to operate outside core hours on request</p>	Car Driver