

PERSON SPECIFICATION

JOB TITLE: Communications Officer (Internal)

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ A working knowledge of all MS Office applications. 	<ul style="list-style-type: none"> ▪ Customer service. ▪ Knowledge of Adobe Creative Cloud software suite, including InDesign, Photoshop and Illustrator
Skills/abilities/competencies	<ul style="list-style-type: none"> ▪ Excellent written and oral English ability. ▪ Exceptional organisation skills ▪ Ability to support and manage a publication cycle. ▪ Design creativity. ▪ The ability to distil complex conversations in minute and note form. ▪ The ability to identify issues and news stories of relevance to our members. ▪ Working to strict timelines and working with others to achieve them ▪ Willingness to grow in the role, including to take responsibility for some external/media communications elements. 	<ul style="list-style-type: none"> ▪ Social media ▪ Web design
Experience	<ul style="list-style-type: none"> ▪ Experience designing and creating materials. ▪ Experience working in external and/or internal communications. ▪ Experience of coordinating a publication ▪ Experience working within a team. 	<ul style="list-style-type: none"> ▪ Educated to degree level. ▪ Experience in the airline/aviation industry ▪ Experience of a membership, voluntary or trade union organisation ▪ Project management. ▪ Media relations ▪ Writing press releases ▪ Working on campaigns

		<ul style="list-style-type: none"> ▪ Using communications analytics
Personal attributes	<ul style="list-style-type: none"> ▪ Organised and methodical. ▪ Self-motivated and keen to succeed. ▪ Able to attend work at BALPA HQ reliably. ▪ Keen to take ownership of issues and take appropriate decisions. ▪ Confident in working across teams and to all levels. ▪ Eye for detail. ▪ Able to work in partnership and contribute to team effectiveness. ▪ Honest, punctual, reliable. 	