

## PERSON SPECIFICATION

**Job Title:** Digital Development Worker  
**Location:** Remote Working, office base Coleshill

| Factor                      | Essential  | Desirable   | Method of Assessment |
|-----------------------------|--|---|----------------------|
| <b>Qualifications</b>       | A relevant Degree or equivalent experience.  | Qualification in marketing or digital media   |                      |
| <b>Experience</b>           | <p>Significant experience in digital communications and social media marketing.</p> <p>Ability to manage projects, meet deadlines, and be a team player.</p>   | <p>Experience of use of Canva, Weebly and use of a Mac.</p> <p>Experience of producing live streamed and hybrid events</p>  |                      |
| <b>Knowledge and Skills</b> | <p>Understanding of the Catholic Church</p> <p>To have a real and working understanding of the Kerygma, and the ability to weave it into your work.</p> <p>Ability to receive and process feedback effectively.</p> <p>Ability to think quickly and react/troubleshoot in fast paced situations.</p> <p>Ability to relate to people from a wide range of backgrounds and to set appropriate boundaries.</p> <p>Ability to work proactively and effectively with minimal supervision.</p> | <p>To have an understanding of the Synodal process, and the themes identified from the synods relating to young people.</p> |                      |

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|---------------------------|---|-----------------------------|
| <b>Personal Qualities</b> | Faith filled and prayerful<br>Creative<br>Enthusiastic<br>Flexibility<br>Stamina<br>Innovative<br>Reliable and friendly<br>Trustworthy<br>Confidence<br>Excellent team player   | A, I                        |
| <b>Special Factors</b>    | Practicing Roman Catholic.<br>Commitment to working within a Catholic ethos.<br>Commitment to enabling child-centered services.<br>Commitment to anti-oppressive practice.<br>To undertake any necessary training to ensure professional standards. | A, I<br>A, I<br>I<br>I<br>I |

Method of Assessment: A = Application Form I = Interview C = Certification P=Presentation