The Signpost to Polish Success

PERSON SPECIFICATION:

Graphic Designer/Technical Support Worker

Abilities and Skills

- Ability to work as part of a team (E)
- Ability to work under own initiative (E)
- Experience of planning and working collaboratively (E)
- Commitment to equal opportunities and challenging discriminatory practices (E)
- Ability to identify and respond to the needs of Eastern European migrants (E)
- Experience of maintaining records & monitoring progress (D)
- Confidence in dealing with local community services (E)
- Good time management and organisational skills (E)
- Ability to communicate clearly in spoken & written English (D)
- Ability to communicate clearly in spoken & written Polish (E)
- Ability to communicate in both written and spoken form in another East European language (D)
- Ability to fulfil administrative tasks (E)
- Ability to network with local statutory and voluntary institutions (D)
- IT skills sufficient to co-ordinate the publication of a newsletter (E)
- Ability to co-ordinate the design/shape of the publication of a newsletter (E)
- Ability to design SPS posters, design newsletter adverts (E)
- IT skills sufficient to co-ordinate the work of SPS (D)
- Ability to identify and liaise with advertisers, to secure adverts for EMpP (E)
- Ability to develop marketing strategies for EMpP (E)
- Ability to identify stories and people interesting to be placed in our
- newspaper (D)
- Ability to have empathy for vulnerable people (D)
- Ability to contribute to other SPS services and help work colleagues as
- required (E)
- Ability to work part-time mode (E)
- Ability to work under time pressure and to be flexible (E)

Education and Training

- Evidence of appropriate training and experience (E)

Experience/ Knowledge

- Of working with ethnic minority communities (D)
- Of the needs and issues affecting Eastern European migrants (D)
- Working with/designing newsletters (E)
- The way the voluntary sector functions (D)
- Of local statutory and voluntary organisations (D)

- Of assessing & responding to needs appropriately   (E)
- Knowledge of IT programmes necessary for the publication of
  a newspaper such Quark   (E)
- Knowledge of web administration, software and design   (E)

Transport
- Ability to drive   (E)
- Access to his/her own vehicle   (E)

    E = Essential for this post
    D = Desirable for this post