

Person Specification Policy and Communications Officer

Section	Job criteria		Assessment method	Essential or desirable
Qualifications	1	Educated to further/higher level or equivalent professional development.	Application	Desirable
Knowledge, experience and skills	2	Ability to produce clear and concise policy briefings and articles for a range of audiences.	Application Interview Probation	Essential
	3	Proven ability to research and analyse a range of information	Application Interview Probation	Essential
	4	Evidence of understanding the barriers and challenges faced by people with a learning disability and/or autism.	Application Interview Probation	Essential
	5	Knowledge of current Welsh Government, Senedd and UK Government structures.	Application Interview Probation	Essential
	6	Ability to be organised and structured in your approach to meet deadlines.	Application Interview Probation	Essential
	7	Excellent IT skills, including digital communication, marketing and multimedia.	Application Interview Probation	Essential

Other	8	Ability to speak Welsh.	Application	Desirable
	9	Ability to travel to meetings and events.	Application	Essential
	10	Ability to work occasional weekends to support youth parliament members.	Application	Essential

Learning Disability Wales
November 2024