



## **The Barakat Trust**

### **Person Specification**

**Job Title:** Communications Coordinator

#### **Essential**

- An ability to efficiently liaise with heritage institutions, specialists, and community groups.
- An interest in cultural heritage, and the ability to interact with a wide range of people in a friendly yet efficient manner.
- Good experience using social media for promotion, preferably, but not essentially in relation to museums/heritage/cultural destinations, and for National Lottery Heritage Funded Projects.
- An ability to write clearly, accurately, with great attention to detail.
- The ability to work independently and to produce good quality work with minimal supervision.
- Experience of organising webinars and events preferably with large groups of people.
- Editorial skills (as the role may require editing of content provided by the grantee organisations)

#### **Desirable:**

- An interest/background in art history, history, Middle East studies or a similar discipline
- Experience of producing podcasts/uploading podcasts
- Experience of working on communications in the cultural sector
- Graphic design skills
- The ability to generate interest from press and media, and to liaise with them effectively.