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**Person Specification**

**Essential**

**The post holder must be:**

* a disabled person

**Qualifications**

Degree or equivalent experience

**Experience and skills**

* Experience of working in an information provision role, preferably within the third sector.
* Ability to analyse research and data to inform information provision.
* Excellent ICT knowledge and skills for communication and to process information.
* Ability to communicate effectively with a wide range of people in a variety of situations – face to face, over the phone and in writing and represent Disability Wales at external meetings.
* Experience of producing high-quality information, as well as being able to write engaging pieces (articles, blogs) for a range of audiences.
* Ability to work on own initiative, taking responsibility for achieving a range of tasks and objectives, prioritising own workload and work to deadlines.

**Attributes**

* Calm, confident manner, able to work well both independently and with others.
* Strong organisational skills.
* Excellent communicator – with both external contacts and internal colleagues.
* Excellent written communication skills with the ability to adapt style and approach according to the medium / audience.
* Attention to detail and accuracy.
* A pro-active team player with a ‘can do’ attitude.
* A professional, friendly and approachable style.

**Values**

**Commitment to:**

* DW’s mission, aims, objectives and values
* collaborative working approach
* inspiring communities and people to take control and reach their potential
* the cultural importance of the Welsh Language
* good working practices, e.g. professionalism, confidentiality, punctuality, adaptability
* continuous professional development