

Job Specification

Post title	Institutions Communications Lead
Responsible to	MaaMonth Manager

Role Purpose

The role of the Institutions Communications Lead is to support the MaaMonth Manager in ensuring institutional support.

Role Outline

Key responsibilities and objectives of the job:

- To complete any tasks given by the MaaMonth Manager
- Attend MaaMonth team meetings
- To be a point of contact for all institutions participating in MaaMonth.
- To answer and support any enquiries from institutions
- To contact institutions with MaaMonth information
- To motivate institutions during MaaMonth
- To escalate any issues to the MaaMonth Manager
- To support and work closely with your team

Key Skills

- Organisation
- Team Work
- Communication- Written and Verbal
- Interpersonal Skills
- Time Management
- Attention to detail

Essential Experience

- Ability to priorities workload

Desirable Characteristics

- Punctuality
- Enthusiasm
- Efficiency
- Decisive
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Ability to work well with the lead.
- Good time management