

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Internal Communications Intern  
(Video Editing)**

**Department: Marketing and Communications**

	Essential	Desirable	Tested by (Application, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
An excellent standard of written English	x		Application
<b>Skills and/or Abilities</b>			
The ability to meet deadlines	x		Interview
An eye for detail	x		Interview
Willingness to take initiative and propose new ideas	x		Interview
The ability to create, edit and script videos to a deadline	x		Application /Interview
<b>Experience</b>			
Experience in video production for social media, such as Instagram Stories		x	Interview
Experience in photo and video editing	x		Application/Interview
Experience with Adobe Premiere Pro or similar video editing software		x	Application
<b>Other requirements</b>			
Willingness to work occasionally outside of normal working hours, as required	x		Interview

Date: 10/5/19

