**Job Specification
Network Coordinator**

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| **Requirements** | **Essential (E)****or****Desirable (D)** |
| **Qualifications:** |  |
| Good standard of general education | **E** |
| Educated to degree/diploma level or equivalent job relevant qualification | **D** |
| **Knowledge & Experience:** |  |
| Experience of marketing | **E** |
| Experience of running a member network  | **D** |
| Experience with social media | **E** |
| Experience of organising events | **E** |
| Excellent written and verbal communication skills, including ability to write clearly and present complex information clearly and effectively | **E** |
| Ability to proof read and edit copy for publication | **E** |
| Experience of undertaking or commissioning and overseeing design work | **E** |
| Ability to meet deadlines and work under pressure | **E** |
| Ability to use own initiative and to work effectively alone and as part of a team | **E** |
| Knowledge of the business, social enterprise and voluntary sector in Lancashire and beyond | **D** |
| **Personal Qualities and Attributes:** |  |
| Excellent organisational skills  | **E** |
| Committed to supporting members and stakeholders | **E** |
| Willingness to engage in personal development to improve performance levels | **D** |
| Excellent ICT skills | **E** |
| Dynamic and enthusiastic with a proactive approach to problem solving. | **E** |
| Have a willingness to work flexibly | **E** |
| Have a commitment to Quality, Diversity and Equality across all services | **E** |
| Full driving licence | **D** |