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**PR & Communications Officer**

**PERSON SPECIFICATION**

**Essential Criteria**

* A minimum of two years’ experience within a similar role
* Proven experience in copywriting or in the PR/Media environment
* Strong interpersonal and communication (verbal & written) skills
* Customer focus and the ability to take ownership and solve complex customer issues
* Excellent organisational, time management and multi-tasking skills
* A positive, can-do and resilient attitude
* Self-motivated with an ability to work independently as well as part of a team
* Able to maintain confidentiality in all aspects of work
* Able to adapt quickly to changing deadlines and priorities
* Ability to work under pressure and use initiative
* Able to gain trust and confidence of stakeholders
* Willingness and ability to travel and work unsociable hours, including evening and weekends as the role demands

**Desirable Criteria**

* Knowledge of Islamic financial matters (Zakat, Wakf, Qurbani, etc.).
* Knowledge of additional languages, Arabic and Urdu