**PERSON SPECIFICATION : PROJECT CO-ORDINATOR**

**Essential:**

1. Qualification at degree level in law, journalism or social work (or equivalent experience).
2. Knowledge of family law principles and procedures.
3. Excellent organisational skills.
4. Ability to work with minimal supervision.
5. Excellent communication skills (written and spoken) including digital literacy (including an understanding of social media).
6. Ability to communicate clearly and accessibly with a varied audience both in writing and orally.
7. Able to demonstrate understanding of tensions that exist between issues of privacy and of freedom of expression.
8. Ability to understand our charitable objectives and constraints and to work within them.
9. Able to demonstrate sensitivity toward individuals and groups affected by social care and safeguarding issues, family breakdown and family court process.
10. Able to demonstrate skills in identifying and exploring funding opportunities.
11. Ability to identify sensitive or borderline issues to be escalated to trustees.
12. Able to demonstrate an appreciation of the experiences and perspectives of vulnerable parents involved with or affected by family law, the child protection system or family court system.
13. Financially trustworthy.

**Desirable:**

1. Fundraising experience.
2. Some first-hand knowledge of the family courts.
3. A basic understanding of libel law.
4. Familiarity with Wordpress and Microsoft Excel software.