

ANA LIFFEY DRUG PROJECT

PERSON SPECIFICATION:

Online and Digital Services Assistant Project Worker

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application.

1. EXPERIENCE

- 1.1 Experience in designing for print across a broad range of formats: posters; leaflets, booklets, flyers, infographics, reports etc. [Essential].
- 1.2 Experience in producing motion graphics for delivery online [Essential].
- 1.3 Experience in publishing information and producing graphics for the web [Essential].
- 1.4 Experience in producing audio and video content for delivery online [Desirable].
- 1.5 Experience in online engagement and the provision of information and support online [Desirable].
- 1.6 Experience of online marketing, Google Analytics, Google Adwords, Expression Engine CMS, HTML and CSS [Desirable].

2. QUALIFICATIONS

- 2.1 A relevant third level qualification in design/visual communications or similar [Essential].

3. KNOWLEDGE

- 3.1 Good knowledge of Adobe InDesign, Adobe Illustrator, Adobe Photoshop and Adobe After Effects.
- 3.2 Good knowledge of design principles and typography.
- 3.3 Good knowledge of the printing process.
- 3.2 Working knowledge of Adobe Premiere Pro and Adobe Audition or similar packages.

3.3 Working knowledge of Google Analytics.

4. SKILLS AND ABILITIES

4.1 Strong communication and inter-personal skills at all levels.

4.2 Proven organisational skills with the ability to prioritise needs and objectives.

4.3 Ability to establish and utilise external networks effectively.

4.4 Ability to use initiative.

4.5 Ability to work within Ana Liffey structures.

5. ATTITUDE

5.1 Genuine empathy for those experiencing substance-related issues and a strong interest in the issues facing active drug users.

5.2 A team player committed to consultative ways of working.

5.3 Friendly, approachable and flexible, with a “can do” approach to working.

5.4 Commitment to participate in supervision and in training and development.

5.5 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

5.6 Open to feedback from colleagues and management.

6. CONTRACTUAL

6.1 To work off site as necessary (within Ana Liffey’s guidelines).

6.2 To work anti-social hours if required.