

Person Specification

Job Title: Engagement and Communication Partner		
	Essential	Desirable
Education and Training		
A Chartered member of the CIPD	√	
CIPD recognised HR qualification level 5 or above	√	
Evidence of commitment to continuous professional development	√	
Further qualifications in HR engagement and communication		√
Professional and Experience		
Proven track record in analysing staff surveys and developing and implementing effective action plans.	√	
Experience in developing and executing engagement programs to enhance workplace culture and morale.	√	
Experience in designing, implementing, and analysing employee retention initiatives, including incentive programs, career development meetings, and exit interviews.	√	
Proven experience of supporting the development and delivery of HR strategies and delivering associated action plans	√	
Experience in developing and managing employee recognition programs.	√	
Knowledge and Skills		
Excellent analytical skills with the ability to translate data into actionable insights.	√	
Strong project management and leadership skills.	√	
Excellent communication and interpersonal skills.	√	
Proficiency in internal communications and engagement strategies.	√	
Strong organizational and time management skills.	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Experience of the Education Sector		√
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
Ability to influence and build credibility with senior leaders and stakeholders.	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	