

**ROYAL HOLLOWAY**  
University of London

**PERSON SPECIFICATION FORM**

**POST TITLE:** Assistant Outreach & Schools Liaison Officer

**DEPARTMENT:** Student Recruitment & Partnerships

**POST REFERENCE:** 0317-105

| CRITERIA  | ESSENTIAL (E)<br>or<br>DESIRABLE (D) | TESTED BY<br>(Application Form, Interview, Test,<br>Presentation etc) |
|---|--------------------------------------|---|
| <b>QUALIFICATIONS AND TRAINING</b>  |                                      |   |
| Educated to degree level  | E                                    | Application form  |
| <b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>  |                                      |   |
| Experience of delivering student recruitment/outreach activities,<br>either in an established post or as a student ambassador | E                                    | Application form, Interview   |
| Knowledge of the UK Higher Education sector   | E                                    | Application form, Interview   |
| Knowledge of undergraduate admissions procedures and<br>practices   | E                                    | Application form, Interview   |
| Ability to manage complex administrative processes  | E                                    | Application form, Interview   |
| IT and data literate  | E                                    | Application form, Interview   |
| Ability to represent the College in a variety of situations   | E                                    | Application form, Interview   |
| Experience of basic data analysis and evaluating activities   | D                                    | Interview   |
| <b>PERSONAL AND INTERPERSONAL QUALITIES</b>   |                                      |   |
| Excellent oral and written communication skills   | E                                    | Application form, Test  |
| Excellent presentation skills   | E                                    | Presentation  |
| Ability to work independently and as a committed team<br>member   | E                                    | Application form, Interview   |
| Proven organisational and time management skills  | E                                    | Application form, Interview   |
| Ability to work to tight deadlines and under pressure   | E                                    | Application form, Interview   |
| Excellent attention to detail   | E                                    | Application form, Test  |
| Creative approach   | E                                    | Application form, Interview   |
| Strong customer service ethos   | E                                    | Application form, Interview   |
| <b>CAPACITY FOR CAREER DEVELOPMENT</b>  |                                      |   |
| Ability to participate in personal development and develop<br>appropriate skills  | E                                    | Interview   |
| <b>CIRCUMSTANCES (e.g. unsocial hours etc)</b>  |                                      |   |
| CRB clearance   | E                                    | Application to CRB  |
| Willingness to work unsocial hours (evenings and weekends)  | E                                    | Interview   |
| Possession of a full UK driving licence and willingness to drive for<br>the College in the UK                                 | D                                    | Application form  |