



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Assistant Schools and Colleges Liaison Officer

Department: Marketing and Communications

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to first degree level	x		Application Form
Skills and/or Abilities			
Excellent oral and written communication skills	x		Application Form / Interview / Test
Able to confidently present to small and large audiences	x		Application Form / Interview
Excellent interpersonal skills and the ability to build strong working relationship	x		Interview
Ability to work independently and as a committed team member	x		Application Form / Interview
Ability to problem solve in difficult customer-facing situations and under time pressure	x		Interview
Proven organisational and time management skills	x		Application Form / Interview
Excellent attention to detail	x		Test
Knowledge of undergraduate admissions procedures and practices	x		Application Form / Interview
Strong customer service ethos	x		Application Form / Interview
Knowledge of the UK Higher Education sector		x	Application Form / Interview
IT literate	x		Interview / Test
Ability to represent the College in a variety of situations	x		Application Form / Interview
Experience			
Experience of delivering student recruitment/outreach activities and/or event planning in a higher education context		x	Application Form / Interview
Experience of presenting to small and large audiences	x		Application Form / Interview / Presentation
Experience of writing constructive and engaging emails	x		Application Form / Interview / Test
Intermediate user of Word and Excel	x		Test
Other Requirements			
Ability to participate in personal development and develop skills appropriate to the role	x		Interview
Willingness to work unsocial hours (evenings and weekends)	x		Interview
Possession of a full UK driving licence and willingness to drive for the College in the UK	x		Application Form
Prepared to do some manual handling as required	x		Interview
DBS clearance	x		Application Form