PERSON SPECIFICATION

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

**Job Title:** Alumni Relations Marketing and Communications Intern

**Department:** Development and Alumni Relations

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by (Application form, Interview, Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to first degree level or equivalent</td>
<td>x</td>
<td></td>
<td>Application Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills and/or Abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by (Application form, Interview, Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting deadlines</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>Prioritising workload</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>An excellent standard of written English</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>An eye for detail</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
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<tr>
<td>Ability to work as part of a team</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>Ability to proactively manage own workload</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>Ability to think creatively</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by (Application form, Interview, Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An understanding of marketing/communications and social media.</td>
<td>x</td>
<td></td>
<td>Application Form/ Interview</td>
</tr>
<tr>
<td>An understanding of organising and planning events</td>
<td></td>
<td>x</td>
<td>Application Form/ Interview</td>
</tr>
</tbody>
</table>