



PERSON SPECIFICATION

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

Job Title: Student Transitions and Events Officer

Department: Student Engagement & Sport, Academic Services

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to degree level	X		Application Form
Specific Skills, Experience and Knowledge			
Good organisational skills with the ability to manage a variety of tasks at the same time and to organise and priorities own work and that of others including the flexibility to cope with unpredictable volumes of work and busy periods.	X		Application Form & Interview
Excellent communication skills, both written and oral.	X		Application Form & Interview
Experience of organising large scale events involving multiple service providers and stakeholders.	X		Application Form & Interview
A demonstrable empathy and understanding of the HE sector and its changing policy context.		X	Interview
Experience of delivering a range of social / co-curricular events in a University or similar environment.	X		Application Form & Interview
Proven experience of developing and delivering training to staff and / or volunteers.		X	Application Form & Interview
Proven experience of managing budgets, both for one-off events and on-going operations.	X		Application Form & Interview
Personal and Interpersonal Qualities			
Ability to organise and prioritise own workload.	X		Interview
A customer service orientation exemplified by a demonstrated ability to build co-operation and to deal with internal and external stakeholders.	X		Interview
Physical Requirements			
Ability to undertake the duties associated with the role e.g. hosting & setting up of events, communication across cultural boundaries, supervising trips	X		Interview
Circumstances			
Able to work outside normal hours (some evenings & weekends) and provide advice and responses to queries during unsociable hours by prior agreement.	X		Interview