

PERSON SPECIFICATION

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

Job Title: Schools and Colleges Liaison Officer

Department: Directorate of Marketing & Communications

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree level education	x		Application form
Specific Skills, Experience and Knowledge			
Experience of delivering student recruitment/outreach activities in a Higher Education context	x		Application Form/Interview
Knowledge of issues facing the UK Higher Education sector		x	Interview
Knowledge of national agenda in relation to recruitment of students from non-traditional backgrounds		x	Interview
Knowledge of undergraduate admissions procedures and practices	x		Application Form/Interview
Experience of managing projects		x	Application Form/Interview
Proven strong IT skills	x		Test, Interview
Experience of basic data analysis and evaluating activities		x	Application Form/Interview
Personal and Interpersonal Qualities			
Excellent oral and written communication skills	x		Application Form/Interview
Excellent presentation skills		x	Presentation
Ability to represent the College in a variety of situations	x		Application Form/Interview
Ability to work independently and as a committed team member	x		Application Form/Interview
Proven organisational skills	x		Application Form/Interview
Ability to work to tight deadlines and under pressure	x		Test/Interview
Excellent attention to detail	x		Application Form/Test
Creative approach	x		Application Form/Interview
Strong customer service ethos and ability to problem solve in difficult customer-facing situations	x		Application Form/Interview
Capacity for Career Development			
Desire to participate in personal development and develop skills appropriate to the role	x		Interview
Circumstances			
Willingness to work occasional 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 assist in additional duties as necessary which may include manual handling	x		