

## 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 Recruitment Events Manager    **Department:** Student Recruitment, Marketing and Communications

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to first degree level or equivalent experience	X		Application form
Postgraduate or relevant professional qualification		X	Application form
<b>Skills and Abilities</b>			
Knowledge of the UK Higher Education sector, particularly for undergraduate recruitment	X		Application form, Presentation, Interview
Excellent oral and written communication skills	X		Application form, Presentation, Interview
Creative approach to problem solving	X		Application form, Presentation, Interview
Outstanding interpersonal skills, including the ability to inspire trust and confidence	X		Application form, Interview
Ability to manage budgets and evaluate activities to ensure they achieve value for money	X		Application form, Interview
Ability to develop and deliver focussed strategic plans, working to agreed targets	X		Application form, Interview
Ability to lead and motivate other colleagues within the team including those reporting directly to the post and significant numbers of student ambassadors	X		Application form, Interview

Ability to work to strict deadlines whilst maintaining close attention to detail	X		Application form, Test, Interview
Excellent presentation skills	X		Application form, Presentation,
IT and data literate	X		Application form, Test
<b>Experience</b>			
Demonstrable ability to build strong working relationships with internal and external stakeholders at all levels and to represent the department and Royal Holloway with credibility	X		Application form, Interview
Substantial experience of planning and leading engaging and successful events and/or student recruitment initiatives	X		Application form, Interview
Demonstrable ability to work independently and as a committed team member	X		Application form, Interview
Demonstrable experience of establishing and delivering evaluation frameworks and report writings	X		Application form, Test, Interview
Experience of chairing/leading working groups, meetings or committees		X	Application form, Interview
Experience of line managing or supervising staff		X	Application form, Interview
<b>Other requirements</b>			
Willingness to participate in personal development and develop appropriate skills	X		Interview
Willingness to travel for the College in the UK	X		Application form, Interview
Willingness to work occasional evenings and weekends for events	X		Application form, Interview