



PERSON SPECIFICATION

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

Job Title: Widening Access Officer

Department: Marketing & Communications

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Degree level education or equivalent experience	X		Application form, Verification
Specific Skills, Experience and Knowledge			
Experience of delivering outreach activities/student recruitment in a Higher Education context	X		Application form, Interview
Knowledge of issues facing the UK Higher Education sector	X		Interview
An understanding of the principle of and government policy on Widening Access to Higher Education.	X		Application form, Interview
Knowledge of national agenda in relation to recruitment of students from under-represented 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 and confident working with a range of stakeholders incl. young people	X		Presentation
Ability to represent the university in a variety of situations and to a number of different stakeholders	X		Application form, Interview
Ability to work independently and as a committed team member	X		Application form, Interview
Proven organisational skills especially in relation to project management	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 to activity design and content creation	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			
DBS clearance	X		Application to DBS upon Appointment
Willingness to work occasional unsocial hours (evenings and weekends)	X		Interview
Willingness to travel for the university in the UK	X		Application form
Prepared to assist in additional duties as necessary which may include manual handling	X		Interview