

PERSON SPECIFICATION

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

Job Title: Senior Student Recruitment Events Coordinator **Department: Marketing and Communications**

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to first degree level or equivalent		X	Application form
Educated to A Level or equivalent	X		
Skills and Abilities			
Excellent oral and written communication skills	X		Application form, Interview
Excellent interpersonal skills and the ability to build strong working relationships	X		Application form, Interview
Ability to work independently and as a committed team member	X		Application form, Interview
Ability to problem solve in difficult customer-facing situations and under time pressure	X		Application form, Interview
Proven organisational and time management skills	X		Application form, Interview
Excellent attention to detail	X		Application form, Interview
Strong customer service ethos	X		Application form, Interview
Knowledge of the UK Higher Education sector		X	Application form, Interview
Experience of manipulation of data and presenting in management reports	X		Application form, Interview
Strong IT literacy and familiarity with Microsoft Word and Excel	X		Application form, Interview
Ability to represent the College in a variety of situations	X		Application form, Interview
Experience			
Experience of event planning and delivery	X		Application form, Interview
Experience of online/virtual events	X		Application form, Interview

Experience managing a project		X	Application form, Interview
Experience of delivering student recruitment/outreach activities and/or event planning	X		Application form, Interview
Experience of delivering student recruitment/outreach activities and/or event planning in a higher education context		X	Application form, Interview
Other requirements			
Willingness to participate in personal development and develop appropriate skills	X		Application form, Interview
Willingness to travel for the College in the UK	X		Application form