



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: AFSEE Programme Officer (Fellowship Experience)

Department/Division: International Inequalities Institute, Atlantic Fellows in Social and Economic Equity programme

Accountable to: Programme Manager (Global Engagement and Impact)

Competency	Criteria	E/D
Knowledge and Experience	Experience of working as a programme manager/programme administrator, planning medium to large scale tasks, projects, or events.	E
	Previous experience of working in Higher Education.	E
	Experience in organising events/workshops/seminars.	E
	Proficient in the use of a range of IT packages and databases –particularly Microsoft Office packages such as Microsoft Word, Excel, PowerPoint, and Outlook and Salesforce.	E
	Excellent project management skills.	E
	Educated to Bachelor’s degree level (or equivalent).	D
	An interest in the area of inequalities, social change, civil society and international development.	D
	Experience of interacting with mid-career professionals from diverse geographical backgrounds.	D
Communication	Excellent verbal and written skills, and experience in communicating effectively with internal and external users at all levels, both verbally and in writing.	E
	Evidence of strong interpersonal skills and ability to engage and influence contacts at all levels, both internally and externally.	E
	Evidence of a diplomatic approach and ability to network with people from all backgrounds, ages, and experiences.	E



Planning and Organising	Excellent organisational, planning, project and event management skills.	E
	Ability to work to high standards of accuracy.	E
	Ability to manage a varied workload, and coordinate a range of tasks and activities, and to prioritise a range of tasks effectively to consistently meet deadlines.	E
Service Delivery	Proven experience of delivering excellent customer service. Ability to provide a prompt and efficient service to both internal and external users.	E
	An ability to work flexibly and effectively to maintain high standards and to consistently meet deadlines in a fast paced environment.	E
	Ability to follow procedures effectively and work with colleagues to support the continuous improvement of administrative processes.	E
	Proven experience of managing budgets.	E
Teamwork and Motivation	Evidence of proactive and positive attitude.	E
	Experience of participating in, and actively contributing to a team.	E
	Ability to work with limited supervision and use own initiative.	E
Problem Solving and Initiative	Ability to use initiative to solve day-to-day queries and problems, and to evaluate the most appropriate course of action.	E
	Ability to adopt a proactive approach and use own initiative to suggest new mechanisms/processes/systems to develop the programme.	E
	Ability to recognize when a problem should be referred.	E
Liaising and networking	Experience of building and developing relationships with internal and external contacts.	E
	Ability to represent the programme to internal and external stakeholders with professionalism.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.