



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job. Applicants will be short-listed solely on the extent to which they meet these requirements.

**Job Title:** Widening Participation Coordinator

**Department/Division:** Recruitment & Admissions – Academic Registrar’s Division (ARD)

**Accountable to:** Senior Widening Participation Officer

Competency	Evidence	E/D	A/I/S
<b>Knowledge and Experience</b>	1. General knowledge of UK education and widening participation issues	E	A/I
	2. Experience of working with children and/or young people	E	A/I
	3. Experience of organising events and projects	E	A/I
	4. Experience of managing a busy professional workload to achieve successful results	E	I
	5. Experience of delivering excellent customer service	E	A
	6. Educated to degree level or equivalent	E	A/I
	7. Experience of supervising staff, e.g. temporary, hourly paid, or student employees	D	I
	8. Knowledge of Salesforce, or other CRM systems	D	I
	9. Experience of data collection and analysis to produce project reports	D	I
<b>Capabilities and Skills</b>	1. Excellent attention to detail and accuracy	E	A/I
	2. Ability to communicate in a tactful manner with people at all levels and from a wide variety of backgrounds	E	I
	3. Ability to handle sensitive data and information appropriately	E	I
	4. Ability to understand and convey information in a clear and accurate manner to a variety of audiences	E	A/I
	5. Ability to work proactively and with limited supervision	E	I
	6. Ability to innovate and employ creativity to achieve objectives	E	A/I
	7. Willingness to learn from external good practice	E	I
	8. Ability to self-reflect on personal and team performance and to learn from mistakes	D	I



	9. Ability to solve standard, day-to-day problems as they occur, following set standards and procedures	E	I
	10. Ability to plan and deliver work to explicit deadlines, in line with targets overseen by manager	E	A/I
	11. Ability to assist in the coordination and management of budgets, ensuring effective allocation of resources	D	I
	12. Confidence in working with senior staff and stakeholders and coordinating cross-institutional activities	D	I
Other	1. Willingness to work flexibly, including occasional evening and weekend work and travel within the UK when required	E	I

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

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

**A – Assessed at application stage**

**I – Assessed at interview**

**S – Assessed through skills test**