



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: Programme Officer for the Programme for African Leadership

Department/Division: Firoz Lalji Institute for Africa **Accountable to:** PfAL Programme Manager

Competency	Criteria	E/D
Knowledge and Experience	Exceptional communication skills, with an excellent command of the English language both orally and in writing	E
	Educated to degree level (or equivalent)	E
	Proven experience of producing high quality newsletters and digital content	D
	Proven experience of producing high quality communications using a range of channels and online tools	E
	Excellent general IT skills, including MS Office & Outlook	E
	Experience of living and working in Africa	D
	Experience with community organisation and engagement activities	E
	Experience of organising conferences and events	E
Communication	Experience of using web content management systems and using social media to communicate in a professional setting	D
	Ability to adapt writing style to suit different audiences/media channels	E
	Excellent written communications skills, including the ability to translate complex academic ideas into simple and immediately accessible prose	D
	Confident communicator, equally comfortable presenting in front of an audience as engaging with senior stakeholders in one-on-one situations	E
	Excellent proof-reading skills and high attention to detail	E



Teamwork and Motivation	Strong interpersonal skills and ability to work harmoniously as part of a team, with external partners and internal partners in the Africa Centre and across the School	E
	Collaborative mind-set, effective team player who works well with others and fosters a sense of shared purpose	E
	Proven ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. school division contacts, project funders, journalists, students, alumni)	E
	Ability to work under deadline pressure	E
Problem Solving and Initiative	Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when managing an event or project)	E
	Proven experience of pro-actively sourcing material for publication and promoting a finished product to a broad range of external audiences	D
	Ability to recognize when a problem should be referred	E
Decision Making	Ability to take strong and consistent editorial decisions	D
	Ability to delegate responsibilities to an event team	E
Planning and Organising	Ability to carry out planning on a long-term and strategic basis	D
	Ability to work on multiple tasks and to priorities competing deadlines	E
Pastoral Care and Welfare	Empathy to recognise students experiencing problems and to proactively offer support and advice as well as access to student support resources	D

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

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