



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: IGC Programme Coordinator

Department/Division: International Growth Centre

Accountable to: IGC Senior Programme Coordinator

Competency	Criteria	E/D
Knowledge and experience	Experience of project management	E
	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	A good general standard of education to degree level (or equivalent)	E
	Knowledge of Salesforce or other CRMs and/or grant management systems	D
	Experience in handling sensitive and confidential information	D
	Experience of working in an administrative role in economic research or public policy environments	D
Communication	Undergraduate or higher degree in economics or a related discipline	D
	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email	E
	Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently	D
Teamwork and motivation	Experience in presenting data in a clear and concise manner to a variety of audiences	D
	Demonstrated ability to work as part of a team	E
	Ability to work with limited supervision and use own initiative	E



	Ability to work with a range of teams across a large and complex organisation	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to contribute to networking by identifying key people to foster working relationships with.	D
Planning and organisation	Demonstrated ability to plan and organise own workload to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently and proactively as a dynamic self-starter, with minimum supervision.	E
	Evidence of attending to detail while producing timely work within deadlines.	E
	Demonstrated ability to prioritise work given by a number of colleagues.	E
	Experience of implementing and monitoring processes	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.