



## 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: Events Coordinator**

**Department: International Relations**

**Accountable to: Student Experience Manager**

Criteria	Evidence	E/D
<b>Knowledge and Experience</b>	Educated to degree level, or equivalent experience	E
	Substantial experience in organising and managing events of varying sizes/types – including lectures, seminars, and workshops/conferences	E
	Experience organising or managing events in Higher Education, government organisations, charities, or NGOs	E
	Excellent IT skills – including Microsoft Office applications	E
	An interest in International Relations	D
	Experience of managing/supervising staff	D
	Experience of promotion, marketing and use of social media	D
	Experience of budget management	D
<b>Communication</b>	Excellent written and verbal communication skills, with the ability to understand and convey information in a clear and accurate manner	E
	Excellent attention to detail, and accuracy, in drafting written documents	E



	<p>Experience of interacting effectively with a wide variety of people, both internally and externally</p> <p>Confidence in communicating with contacts at varying levels of seniority, including senior stakeholders</p>	<p>E</p> <p>E</p>
<b>Planning and Organising Resources</b>	<p>Ability to plan and prioritise own workload, often working on multiple tasks simultaneously</p> <p>Ability to work with minimal supervision, and to make autonomous decisions regarding own workload, including effectively dealing with peaks and troughs in the work cycle</p> <p>Ability to improve existing systems and processes, and propose new systems where appropriate</p> <p>Ability to effectively maintain records accurately and with attention to detail</p> <p>Proactive attitude including the ability to think through the requirements of a project and put in place the necessary steps to ensure it is carried out on time.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Initiative and Problem Solving</b>	<p>Ability to stay calm under pressure, anticipate problems and develop and implement solutions</p> <p>Ability to be self-reliant, but with the ability to recognise when to refer problems to others</p> <p>Ability to adapt to quick-changing circumstances and shifting or overlapping deadlines</p> <p>Evidence of ability to think creatively to develop new initiatives and or/projects, or to find solutions.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Teamwork and Motivation</b>	<p>Ability to work collaboratively as part of a team and make a positive contribution</p>	<p>E</p>



	Experience of effective delegation or work/tasks to an individual or team	E
	Self-motivated and a proactive approach to work, and the ability to work independently with limited supervision	E
<b>Liaison and Networking</b>	Ability to represent the Department and School professionally	E
	Ability to develop constructive relationships with internal and external contacts	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.**