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: Communications and Events Officer

Department: International Development
Accountable to: Communications and Events Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Experience managing communication channels and events, ideally in the education sector	E
	Experience of day-to-day office administration	E
	A high level of IT skills across the range of Microsoft Office applications	E
	Experience using Moodle or similar systems	D
	Experience of working with students	D
Communication	Excellent communication skills, both written and verbal	E
	Ability to communicate effectively and confidentially at all levels and to different audiences	E
	Ability to understand and convey information in a clear and accurate manner	E
	Experience of producing accurate minutes and/or meeting notes	D
Liaison and Networking	Ability to work effectively with people from different backgrounds	E
	Evidence of ability to participate in networks within the workplace and externally	D

Planning and Organising Resources	Ability to work on multiple tasks and to prioritise competing deadlines	E
	Strong organisation skills and attention to detail	E
	Ability to organise and manage projects to completion	E
	Ability to prioritise own workload and to meet deadlines	E
Service Delivery	Ability to provide a high standard of service and information accurately and promptly to internal and external stakeholders	E
Teamwork and Motivation	Ability to work closely with colleagues from different units within the office and School as part of a team	E
	Ability to work with a high level of independence and good judgement	E
Initiative and Problem Solving	Ability to solve day-to-day problems as they arise	E
	Ability to recognise when a problem should be referred to others	E
Decision Making	Making prompt decisions in response to student queries and requests with awareness of, and consideration for, the potential consequences of these decisions	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.