



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: Alumni Engagement Officer

Department: School of Public Policy **Accountable to:** Department Manager, School of Public Policy

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Experience of working effectively with alumni or other similar stakeholder communities or groups	E
	Experience of working in a higher education or similar environment	D
	Events management experience, preferably including in non-UK contexts	D
Communication	Strong and error-free written communication skills with the ability to write and copy-edit for a range of purposes, styles and audiences, such as writing	E
	Strong verbal communication skills to explain ideas and concepts clearly and easily to groups	E
	Ability to communicate with alumni from all over the world and from various cultures and backgrounds	E
Liaison and Networking	Ability to develop relationships with stakeholder colleagues across LSE, including students, societies, academic staff and service divisions	E
Initiative and Problem Solving	Ability to design and deliver, in co-ordination with colleagues, a programme of engagement for globally-dispersed alumni	D
	Ability to exercise initiative in selecting a course of action to solve day to day problems and to know when to refer a problem to others	E



Planning and Organising Resources	Ability to work with minimal supervision and to make autonomous decisions regarding own workload	E
	Ability to plan own workload to meet multiple deadlines	E
	Experience of project planning	D
Service Delivery	High level of accuracy and scrupulous attention to detail in all aspects of work, including the ability to maintain accurate work records	E
	Proven ability to provide a high standard of service.	E
Teamwork and Motivation	A demonstrable interest in the work and roles taken by alumni of the LSE School of Public Policy and/or the LSE European Institute	D
	Initiative to research, develop and refine ideas for new projects and initiatives	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.