



## 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 |
|---------------------------------|--|-----|
| <b>Knowledge and experience</b> | 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 of event organisation   | D   |
|                                 | Experience of working in an administrative role in economic research or public policy environments                               | D   |
|                                 | Undergraduate or higher degree in economics or a related discipline  | D   |
| <b>Communication</b>            | 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   |
| <b>Teamwork and motivation</b>  | 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 |
| <b>Liaison and Networking</b>    | 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 |
| <b>Planning and organisation</b> | Demonstrated ability to plan and organise own workload in order 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.