



## 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: Student Recruitment and Study Abroad Coordinator**

**Ref no.:**

**Department/Division: Student Marketing and Recruitment /Academic Registrar's Division**  
**Accountable to: Student Recruitment and Study Abroad Manager**

| Criteria                                 | Evidence   | E/D |
|--|--|-----|
| <b>Knowledge and Experience</b>          | <ul style="list-style-type: none"> <li>Demonstrable experience of managing a professional workload to achieve successful results.</li> </ul>     | E   |
|  | <ul style="list-style-type: none"> <li>Experience of organising events for groups of 100 or more people.</li> </ul>                              | E   |
|  | <ul style="list-style-type: none"> <li>Experience of writing for and/or producing creative and engaging newsletters</li> </ul>                   | E   |
|  | <ul style="list-style-type: none"> <li>IT literate – competent user of MS Word, email, databases and spreadsheets</li> </ul>                     | E   |
|  | <ul style="list-style-type: none"> <li>Graduate or holding alternative recognised qualification.</li> </ul>                                      | E   |
|  | <ul style="list-style-type: none"> <li>Good knowledge of issues impacting UK and international higher education.</li> </ul>                      | D   |
|  | <ul style="list-style-type: none"> <li>Experience of financial record keeping and financial management</li> </ul>                                | D   |
|  | <ul style="list-style-type: none"> <li>Knowledge of the study abroad field</li> </ul>  | D   |
| <b>Planning and Organising Resources</b> | <ul style="list-style-type: none"> <li>Demonstrable ability to plan, organise and prioritise own workload to meet explicit deadlines.</li> </ul> | E   |
|  | <ul style="list-style-type: none"> <li>Proven ability to work on a number of different projects simultaneously.</li> </ul>                       | E   |
|  | <ul style="list-style-type: none"> <li>Ability to work with limited supervision.</li> </ul>  | E   |
| <b>Initiative and Problem Solving</b>    | <ul style="list-style-type: none"> <li>Demonstrable use of initiative in</li> </ul>  | E   |



|                                |   |  |
|--------------------------------|---|--|
|                                | <p>effectively completing tasks</p> <ul style="list-style-type: none"> <li>Proven ability to successfully work independently</li> <li>Ability to solve day-to-day problems as they occur and to research solutions to more complex problems.</li> <li>Ability to recognise when a problem should be referred to others.</li> </ul>  | <p>E</p> <p>E</p> <p>E</p>                   |
| <b>Communication</b>           | <ul style="list-style-type: none"> <li>Demonstrable evidence of excellent oral and written communication skills, tact, diplomacy and discretion.</li> <li>Proven ability to understand and convey information in a clear and accurate manner with impeccable attention to detail.</li> <li>Ability to work with, and relate effectively to, a variety of people.</li> <li>Ability to present, both orally and in writing, to a variety of audiences.</li> <li>Excellent copywriting and editing skills</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <b>Service Delivery</b>        | <ul style="list-style-type: none"> <li>Proven ability to provide a high level of service to customers/clients.</li> <li>Ability to deal promptly and efficiently with requests and enquiries, in line with the Student Marketing and Recruitment Service Level Agreement.</li> </ul>  | <p>E</p> <p>E</p>                            |
| <b>Teamwork and Motivation</b> | <ul style="list-style-type: none"> <li>Willingness and ability to work as part of, and contribute to, a team.</li> <li>Ability to train, motivate and supervise student ambassadors/representatives.</li> </ul>   | <p>E</p> <p>E</p>                            |
| <b>Other</b>                   | <ul style="list-style-type: none"> <li>Willingness to work flexibly, including occasional evening and weekend work.</li> <li>Willingness to travel in the UK.</li> </ul>  | <p>E</p> <p>E</p>                            |

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**