



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: Faith Centre and Religion and Global Society Manager

Department/Division: APD, Faith Centre

Accountable to: Faith Centre Director

Competency	Criteria	E/D
Knowledge and Experience	Educated to first degree level or equivalent	E
	Excellent working knowledge of Microsoft Excel, Outlook, Word and Publisher	E
	Good understanding of university life and campus relations	E
	Excellent organisational and administrative skills	E
	Experience of editing a website and using software such as Mailchimp, Google Calendar, Eventbrite and content management systems	E
	Familiarity with social media and its various platforms	E
	Experience of staff and budget management	E
	Experience of event and meeting organisation	E
	Experience overseeing extracurricular student and executive programming	D
	Working knowledge of the main World Religions	D
	Previous experience of interfaith dialogue and activities	D
	Experience of managing contracts	D
	Experience of dealing with research grants and applications	D



	Experience of handling publication processes and media relations	D
Communication and Mediation	Excellent standard of written and spoken English	E
	Communicates effectively, verbally and in writing, with a range of audiences including those from diverse cultural backgrounds	E
	Ability to listen to those raising problems and seek solutions collaboratively	E
	Sensitivity to cultural and religious conflicts	E
	Familiarity with various media, both traditional and digital, and ability to effectively learn new technologies	E
	Ability to identify situations where mediation or negotiations are required and manage negotiation processes step by step	E
Planning and Coordinating	Has excellent organisational skills, including the ability to organise and coordinate a variety of different tasks and schedules involving other people simultaneously	E
	Proven ability to plan, implement and evaluate a variety of initiatives in accordance with specific objectives	E
	Work with minimal supervision and prioritises own workload	E
	Keeps calm under pressure and when faced with unexpected circumstances	E
Delivery	Demonstrates a high level of accuracy and attention to detail in all aspects of work	E
	Reacts appropriately and promptly to requests for information or support	E
Risk Management, Initiative and Problem Solving	Ability to identify risks and opportunities in advance and work to find solutions	E
	Ability to identify issues that require consultation with appropriate parties	E
	Ability to identify issues that require confidentiality and careful approaches	E
	Ability to learn from experiences or feedback and adapt to	E



	<p>new approaches and innovations to make improvements</p> <p>Ability to understand the significance and purpose of various codes of practice, regulations, policies and ethics and make efforts to reflect on them in the course of performing duties and tasks</p> <p>Ability to use initiative to solve problems with flexibility, timeliness, and sensitivity</p> <p>Ability and confidence to make constructive recommendations to your manager</p>	<p>E</p> <p>E</p> <p>E</p>
Teamwork and Motivation	<p>Ability to follow a line manager's instruction as well as take appropriate initiative with the ability to identify which approach is most appropriate in any situation</p> <p>Ability to work effectively, independently and flexibly with collegiality</p> <p>Ability to motivate, encourage and delegate to staff effectively towards goals and objectives</p>	<p>E</p> <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.