



## 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:** Widening Participation Officer

**Department/Division:** Widening Participation – Academic Registrar’s Division  
**Accountable to:** Deputy Head of Widening Participation

Competency	Criteria	E/D
<b>Knowledge &amp; Experience</b>	Educated to degree level or equivalent	<b>E</b>
	A good working knowledge of MS Word, email, databases and spreadsheets	<b>E</b>
	Knowledge of UK education, especially the schools and higher education sectors; and widening participation issues	<b>E</b>
	Experience of working with children and/or young people and their parents/carers, in an education setting	<b>E</b>
	Experience of project management, delivery of complex activities and managing associated budgets	<b>E</b>
	Experience of designing and developing new projects and events	<b>E</b>
	Knowledge of child protection, equality and diversity issues	<b>D</b>
	Knowledge of the Disclosure and Barring Service system	<b>D</b>
	Experience working in bespoke or standard databases such as a CRM system.	<b>D</b>
<b>Communication</b>	Experience of working with external funders	<b>D</b>
	Excellent oral and written communication skills	<b>E</b>
	Ability to work and communicate with people at all levels including academic staff, teachers, school, college and LSE students, parents and carers, and external funders	<b>E</b>
	Ability to convey operational and sometimes complex information to a team	<b>E</b>



	Good report writing skills	E
<b>Teamwork and Motivation</b>	Experience of leading and motivating staff	E
	Experience of working within a team environment	E
	Ability to provide clear instruction and training to students and staff delivering projects	E
	Ability to review and develop training and coaching provision for WP staff and students (mentors, ambassadors, tutors etc.)	E
<b>Liaison and Networking</b>	Experience of liaising with external contacts (for example funding bodies, partner schools, other universities) and to develop new contacts	E
	Experience of liaising with internal departments such as payroll, catering and conferences	E
<b>Service Delivery</b>	Experience of developing and managing staff, ensuring standards and aims are met	E
	Experience of managing and delivering projects on time and to budget	E
	Willing to be flexible, with some evening and weekend work necessary	E
<b>Initiative and Problem Solving</b>	Experience of identifying and resolving issues which arise in project planning and implementation	E
	Ability to anticipate problems and take actions to mitigate their impact	E
	Experience of handling complex queries from potential applicants and advising them appropriately	E
<b>Investigation, Analysis and Research</b>	Excellent numeracy and analytical skills	E
	Ability to collect, analyse and report on data, including data from participants of LSE widening participation activities and UG admissions data	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.**