



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: Programme Officer for the Programme for African Leadership

Department/Division: Firoz Lalji Centre for Africa (IGA) **Accountable to:** Programme Manager

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none"> Exceptional communication skills, with an excellent command of the English language both orally and in writing 	E
	<ul style="list-style-type: none"> Educated to degree level (or equivalent) 	E
	<ul style="list-style-type: none"> Proven experience of producing high quality newsletters and digital content 	E
	<ul style="list-style-type: none"> Demonstrable experience of producing high quality communications using a range of channels and online tools 	E
	<ul style="list-style-type: none"> Excellent general IT skills, including MS Office & Outlook 	E
	<ul style="list-style-type: none"> Experience of living and working in Africa 	D
	<ul style="list-style-type: none"> Experience with community engagement activities 	D
	<ul style="list-style-type: none"> Experience of organising conferences and events 	E
	<ul style="list-style-type: none"> Experience of using web content management systems and using social media to communicate in a professional setting 	E
	<ul style="list-style-type: none"> Skilled user of Adobe Photoshop and InDesign (or similar) 	D
	<ul style="list-style-type: none"> Experience of video editing and using video editing software 	D
Communication	<ul style="list-style-type: none"> Ability to adapt writing style to suit different audiences/media channels 	E



	<ul style="list-style-type: none"> • Excellent written communications skills, including the ability to translate complex academic ideas into simple and immediately accessible prose • Excellent proof-reading skills and high attention to detail • Confident communicator, equally comfortable presenting in front of an audience as engaging with senior stakeholders in one-on-one situations 	<p>E</p> <p>E</p> <p>E</p>
Teamwork and motivation	<ul style="list-style-type: none"> • Strong interpersonal skills and ability to work harmoniously as part of a team, with external partners and internal partners in the Africa Centre and across the School • Collaborative mind-set, effective team player who works well with others and fosters a sense of shared purpose • Proven ability to proactively liaise with a range of internal and external actors and at all levels of seniority (e.g. project funders, journalists, students, alumni) • Ability to work under deadline pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Problem Solving and Initiative	<ul style="list-style-type: none"> • Capable of responding to situations, evaluating options and taking independent appropriate action (e.g. when managing an event or project) • Proven experience of pro-actively sourcing material for publication and promoting a finished product to a broad range of external audiences • Ability to recognize when a problem should be referred 	<p>E</p> <p>E</p> <p>E</p>
Decision Making	<ul style="list-style-type: none"> • Ability to take strong and consistent editorial decisions • Ability to delegate responsibilities to an event team 	<p>E</p> <p>D</p>
Planning and Organising	<ul style="list-style-type: none"> • Ability to carry out planning on a long-term and strategic basis • Ability to work on multiple tasks and to priorities competing deadlines 	<p>E</p> <p>E</p>



Pastoral Care and Welfare	<ul style="list-style-type: none">• Empathy to recognise students experiencing problems and to proactively offer support and advice	E
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E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.