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:** Initiatives Assistant

**Department/Division:** International Growth Centre  
**Accountable to:** Events and Stakeholder Engagement Manager

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<th>Competency</th>
<th>Criteria</th>
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| Knowledge and experience    | Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook  
Educated to degree level (or equivalent)  
Proven ability to plan and manage complex administrative activities and processes  
Experience of managing travel and accommodation arrangements for event speakers and participants.  
Experience in a research centre or equivalent  
Experience using Salesforce | E   |
| Communication               | Evidence of excellent written and oral communication skills and ability to communicate professionally and effectively to senior people.  
Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email.  
Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently  
Ability to draw up summary notes, pulling information from different sources. | E   |
| Teamwork and motivation     | Dynamic and entrepreneurial approach  
Demonstrated ability to work as part of a team, especially in a developing country, multi-cultural context and with colleagues | E   |
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<th>based in other countries. Ability to manage external suppliers.</th>
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<tr>
<td><strong>Liaison and Networking</strong></td>
<td>Strong ability to participate in and make effective use of networks within the workplace and externally. Demonstrated ability to interact with policymakers and researchers, such as past work with government officials, NGOs, think tanks and aid agencies.</td>
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<tr>
<td><strong>Planning and organisation</strong></td>
<td>Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure. Strong organisational skills, including organising shared folders. Evidence of attending to detail while producing timely work within deadlines</td>
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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.