



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 Coordinator

Department/Division: Widening Participation – Academic Registrar's Division
Accountable to: Widening Participation Officer

Competency	Criteria	E/D
Knowledge and Experience	General knowledge of UK education and widening participation issues	E
	Experience of working with children and/or young people	E
	Experience of organising events and projects	E
	IT literate – ability to use word, email, databases and spreadsheets	E
	Graduate or holding alternative recognised qualification	D
Communication	Excellent oral and written communication skills	E
	Ability to work with people at all levels including academics, teachers and pupils	E
	Ability to understand and convey information in a clear and accurate manner	E
	Ability to provide clear instruction and training to student staff delivering projects	E
	Ability to produce project reports	E



Teamwork and Motivation	Willingness and the ability to work as a proactive member of a team	E
	Ability to motivate student staff and volunteers	E
	Experience of supervising others (e.g. Temporary / hourly paid staff, student staff etc...)	D
Liaison and Networking	Ability to liaise with internal departments such as payroll, catering and conferences	E
	Ability to liaise with external contacts (for example partner schools, other universities) using existing procedures.	E
	Ability to deal with internal and external contacts who ask for service or require information	E
	Responsive and prompt in dealing with requests and referring if necessary	E
Planning and Organising Resources	Ability to plan and deliver work to explicit deadlines, in line with targets and related budgets overseen by manager.	E
	Ability to work with limited supervision	E
Initiative and Problem Solving	Ability to solve standard, day-to-day problems as they occur, following set standards and procedures	E
	Ability to recognise when a problem should be referred to others	E
	Ability to identify risks and contribute to risk assessments of project	D
Analysis and Research	Ability to collate routine data or information using predetermined procedures and gathering the information from standard sources	E
	Ability to develop methods of data collection and analysis	D
Other	This role requires the willingness to work flexibly including evening and weekend work	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.