Person Specification

This form lists the essential and desirable requirements needed in order to do the job.
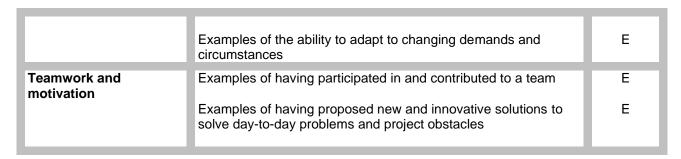
Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Graduate Internship: Podcast Assistant

Department/Division: Middle East Centre
Accountable to: Events Coordinator

Competency	Criteria	E/D
Knowledge and experience	A demonstrable interest in the Middle East and North Africa and MENA Studies.	E
	Examples of data administration and office procedures	E
	Examples of effectively using Microsoft Office (Outlook, Word and Excel in particular)	E
	Arabic language proficiency	D
	Experience of creative work or in creative industry	D
	Experience working on podcasts or audio production	D
Analysis and research	Experience researching and distilling complex information	E
	Examples of having carried out independent research to find out new information	E
Communication	Excellent written and oral communication skills	E
	Ability to communicate in a diplomatic and tactful manner with people at all levels and from a wide variety of backgrounds	E
Liaison and networking	Examples of carrying out day to day liaison with a range of colleagues both internally and externally	E
	Examples of maintaining contacts and relationship building	E
Service delivery	Examples of proactively assessing project objectives	E
Planning and organising resources	Examples of having organised own work and met deadlines in accordance with guidelines given by manager	E
	Evidence of attention to detail and accuracy	E

	Examples of the ability to adapt to changing demands and circumstances	E
Teamwork and motivation	Examples of having participated in and contributed to a team	E
	Examples of having proposed new and innovative solutions to solve day-to-day problems and project obstacles	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.