



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: Student Recruitment and Events Coordinator (Home)

Department/Division: Recruitment and Admissions – Academic Registrar’s Division (ARD)

Accountable to: Student Recruitment and Events Officer (Home)

Competency	Criteria	E/D
Knowledge and Experience	1. Experience of managing a busy professional workload to achieve successful results	E
	2. Experience of delivering excellent customer service	E
	3. Educated to degree level or equivalent	E
	4. Experience of delivering engaging and impactful presentations	D
	5. Knowledge of Salesforce, or other CRM systems	D
	6. Knowledge of the operating environment for Home and International student recruitment	D
Capabilities and Skills	1. Excellent attention to detail and accuracy	E
	2. Ability to communicate in a tactful manner with people at all levels and from a wide variety of backgrounds	E
	3. Ability to handle sensitive data and information appropriately	E
	4. Ability to understand and convey information in a clear and accurate manner to a variety of audiences	E
	5. Ability to work proactively and with limited supervision	E
	6. Ability to innovate and employ creativity to achieve objectives	E



	<ol style="list-style-type: none">7. Willingness to learn from external good practice8. Ability to self-reflect on personal and team performance and to learn from mistakes9. Confidence in working with senior staff and stakeholders and coordinating cross-institutional activities	E D D
Other	<ol style="list-style-type: none">1. Willingness to work flexibly, including occasional evening and weekend work and travel within the UK when required	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.