# 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:** Global Academic Engagement Coordinator (CIVICA) **Ref no.:**

**Department/Division:** Philanthropy and Global Engagement (PAGE)

**Accountable to:** Senior Manager, Global Academic Engagement

| Competency | Criteria | E/D |
|---|---|---|
| **Knowledge** | To have a working knowledge of the European Universities initiative and Erasmus+. | D |
| **Experience** | Experience of successfully managing budgets. | E |
| | Experience of developing and coordinating a range of university-level student or staff mobility projects including exchanges, collaborative degrees or research, events, or other outreach activities. | E |
| | Experience of creating cost-effective and fit-for-purpose mechanisms and processes to support complex projects across a range of internal and external stakeholders. | E |
| | Experience of monitoring and applying to national, European and international funding opportunities. | D |
| **Communication** | Excellent written and oral communication skills, including the ability to write succinct reports and accurate minutes for committees or meetings, conveying this information in a clear, concise and accurate manner, | E |
| | Experience of preparing regular written briefs to update senior internal staff on project developments, resource commitments/expenditure and opportunities. | E |
| **Liaison and Networking** | To be able to develop and maintain positive working relationships with a range of internal and external stakeholders (students, faculty, professional services, partners, external agencies) in a variety of media and meetings in face-to-face and online format, including some short trips to European partners. | E |
| **Service Delivery** | Proven experience of providing services and executing processes in an effective and accurate manner, with the ability to proactively develop services and processes to improve efficiency and/or effectiveness, particularly from a user's | E |

| | | |
|---|---|---|
| | perspective | |
| **Initiative and Problem-Solving** | Ability to identify day-to-day problems in areas specified in your job description and apply sound judgement and creativity in solving and/or referring them to a colleague or manager. | E |
| **Planning and Organising Resources** | Ability to independently plan, manage and prioritise a varied workload, including complex projects/events, following established procedures, and meet deadlines in accordance with agreed objectives. | 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.**