



## 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:** Events Coordinator

**Department/Division:** Middle East Centre

**Accountable to:** Communications Manager

Criteria	Evidence	E/D
<b>Knowledge and Experience</b>	Experience of organising events	E
	Office administrative experience	E
	Experience of financial administration	E
	Strong IT skills	E
	Experience of web editing	E
	Knowledge of new technologies and social media developments	E
	Keen interest in the field of Middle East studies	E
	Experience of working with visitors from the Middle East	D
	Knowledge of the social sciences	D
	Master's degree in a subject relevant to the work of the Centre	D
Professional experience in UK Higher Education	D	
<b>Communication</b>	Proven ability to write, design and edit written communications to very high standards	E
	Excellent verbal communication skills	E
	Experience of interacting effectively within a wide variety of environments and with a wide variety of people	E
	Knowledge of a Middle East language	D



<b>Initiative and Problem Solving</b>	Experience of dealing with sensitive problems	E
<b>Planning and Organising Resources</b>	Experience of working within a busy environment and meeting tight and demanding deadlines	E
	Excellent organisational skills	E
	Experience of proactive and reliable team membership	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.**