

**PERSON SPECIFICATION**  
**Intern, Student's Union**  
**Vacancy Ref: N327**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Recently graduated from Lancaster University (graduates of 2010, 2011 or 2012 only) or a current Lancaster University student seeking a gap/sandwich year opportunity.	Essential	Application Form
Able to communicate in a concise way which internship role(s) appeals to them most and why.	Essential	Application form, Supporting Statement, Interview
Confident and enthusiastic communication skills with the ability to relate to, work with and communicate effectively with students.	Essential	Application form, Supporting Statement, Interview
Demonstrable experience of motivating and supporting others/ students to deliver successful projects and activities.	Essential	Application form, Supporting Statement, Interview
A good understanding of the University environment and role of the Students' Union from a student perspective.	Desirable	Application form, Supporting Statement, Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.