

**Person Specification**  
**Events and Logistics coordinator**  
**Ref N039**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Supporting Statements/ Interview *</b>
Marketing CIM accredited certificate/qualification (Internal applicants would be expected to develop skills and qualification over 12 months)	Essential	Application Form/ Interview
Experience of event organisation and management, including associated budgets	Essential	Supporting Statements/ Interview
Educated to Degree level and/or relevant admin work experience (2 years or more desirable)	Essential	Application Form/ Supporting Statements/ Interview
Experience in producing marketing material	Essential	Supporting Statements/ Interview
Demonstrable understanding of barriers to University for under-represented groups	Essential	Supporting Statements/ Interview
Knowledge of the UCAS system	Essential	Supporting Statements/ Interview
Experience of managing budgets	Essential	Supporting Statements/ Interview
Experience of interacting effectively with a wide range of people.	Essential	Supporting Statements/ Interview
Good presentational skills and ability to speak confidently in public gatherings	Essential	Interview
Demonstrable project management skills	Essential	Supporting Statements/ Interview
Driving License	Essential	Application Form
Ability to handle heavy weights e.g. boxes of prospectuses	Essential	Interview
Pro-active & self motivating	Essential	Supporting Statements/ Interview

Excellent interpersonal skills	Essential	Supporting Statements/ Interview
Ability to work as part of a team	Essential	Supporting Statements/ Interview
Detailed knowledge of the academic work/operation of the university, both at departmental and faculty level.	Desirable	Supporting Statements/ Interview
Foreign language skills (Indian, Arabic, other Asian)	Desirable	Supporting Statement / Interview
Enhanced CRB clearance and awareness of child protection legal requirements	Desirable	N/A

\*

- **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.