

**PERSON SPECIFICATION**

Global Engagement Coordinator,

Global Engagement, Lancaster University

**Vacancy Ref:** 1257-23

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| Convey an appropriate rationale and interest in applying for this position | Essential | Supporting Statement/ Application Form/ Interview |
| Excellent administrative and organisational skills and attention to detail (using data to present information in an accurate and appropriate format) | Essential | Supporting Statement/ Application Form/ Interview |
| Ability to manage time and priorite workload to meet competing deadlines and to work under pressure in a busy office environment | Essential | Supporting Statement/ Application Form/ Interview |
| Experience of using IT skills in a range of Microsoft Office packages including the use of Teams, Excel and Word at an advanced level | Essential | Supporting Statement/ Application Form/ Interview |
| Experience of accurately inputting to databases, maintaining manual/electronic records and the analysis and manipulation of data | Essential | Interview |
| Experience of event planning, including conferences, delegation visits and workshops. Including pre/post event communication. | Essential | Supporting Statement/ Application Form/ Interview |
| Ability to work in a team and have a flexible approach to work | Essential | Interview |
| Ability to communicate effectively and appropriately with a variety of people whilst maintaining professionalism | Essential | Supporting Statement/ Application Form/ Interview |
| Experience of all aspects of servicing committee meetings | Desirable | Interview |
| Experience of supporting various finance processes and procedures | Desirable | Interview |
| Experience of supporting education and education administration | Desirable | 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.