**PERSON SPECIFICATION**

**STOR-i Administrator / Facilitator**

**Ref: 0416-24**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/ Desirable | Application Form/ Supporting Statements/ Interview \* |
| Proven track record of, or clear potential for, successfully administering and facilitating a large scale multi-facetted initiative | Essential | Application Form |
| Proven track record of building strong and effective relationships and networking at all levels from undergraduates to business leaders | Essential | Application Form/Supporting Statement/Interview |
| Excellent and efficient organisational skills including ability to prioritise workload in order to meet strict deadlines and act on own initiative | Essential | Application Form/Supporting Statement/Interview |
| Team player with ability coordinate/lead group activitiesand organise a range of events | Essential | Application Form/Supporting Statement/Interview |
| Ability to take a pro-active approach to developing and running new initiatives: from taking an initial brief to successfully identifying and working with stakeholders to deliver. | Essential | Application Form/Supporting Statement/Interview |
| Experience of developing marketing materials and writing and developing web site material | Essential | Application Form/Supporting Statement/Interview |
| Advanced level user of Microsoft Office, including Excel Powerpoint, Word, and the internet  | Essential | Application Form/Supporting Statement |
| Excellent communication skills in face-to-face, telephone, electronic and written communications | Essential | Application Form/ Supporting Statement/Interview |
| Cultural sensitivity, tact and diplomacy and attention to detail | Essential | Application Form/ Interview |
| Experience of working in HE administration | Desirable | Application Form |
| Experience of working with external stakeholders | Desirable | Application Form/Supporting Statement/Interview |

* **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.