**LUMS CAREERS COACH (MARKETING) PERSON SPECIFICATION**

**Vacancy Reference: 0740-24**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/ Desirable | CV/Cover letter/ Interview \* |
| Educated to degree level or equivalent qualification, with relevant, sector related, work experience at an appropriate level | Essential | CV/Cover letter/ Interview |
| Ability to provide one-to-one careers advice and guidance to Higher Education students and graduates  | Essential | CV/Cover letter/ Interview |
| Experience and confidence in training and facilitation, including the use of excellent presentation skills to successfully engage and motivate target audiences | Essential | CV/Cover letter/ Interview |
| Ability to demonstrate an understanding of, and empathy with, international student issues | Essential | CV/Cover letter/ Interview |
| Knowledge of the graduate labour market with an understanding of early career employment opportunities (particularly in marketing related areas) and recruitment processes | Essential | CV/Cover letter/ Interview |
| Ability to harness online technology (e.g., Microsoft Teams), e-learning software and other innovative ICT based solutions to support our provision. Willingness to undertake training as required | Essential | CV/Cover letter/ Interview |
| Ability to prioritise a demanding and varied workload, including occasional evening and weekend work. Willingness to travel if required | Essential | CV/Cover letter/ Interview |
| Experience of successfully designing and delivering careers related training workshops and programmes, or similar activities to enhance employability or skills development | Desirable | Interview |
| Postgraduate qualification in Careers Guidance or a relevant, equivalent, qualification  | Desirable | CV |

\*

* **CV/Cover letter** – assessed against the application form, CV and cover letter. Applicants will not be asked to answer a specific supporting statement. Will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency-based interview questions, tests, or presentation etc.