

**PERSON SPECIFICATION**

**LUMS Company Projects Manager**

**Vacancy Reference: 0711-24**

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| Criteria | Essential/ Desirable | Application Form Supporting Statements, Interview  |
| Experience and confidence in developing business networks and lead generation while performing to targets. | Essential | Cover letter, CV, Interview |
| Ability to consult with and diagnose the needs of businesses across different sectors. | Essential | Cover letter, CV, Interview |
| Ability to manage client relationships and encourage repeat business. | Essential | Cover letter, CV, Interview |
| Ability to develop and deliver presentations to businesses for the purposes of awareness raising and recruitment. | Essential | Interview |
| Ability to work unsupervised across multiple initiatives and manage time effectively to meet deadlines. | Essential | Cover letter, CV, Interview |
| Possession of full UK driving licence and able to travel to other locations throughout the North West, occasionally outside of normal working hours. | Essential  | Cover letter |
| Experience of promoting new talent to hiring organisations | Desirable | Cover letter, CV, Interview |
| Demonstrable IT skills. Specifically, CRM software such as Salesforce to track and manage sales pipeline and MS teams to work remotely with businesses and staff. Willingness to undertake training as required. | Desirable | Cover letter, CV, Interview  |
| Ability to translate business needs/issues into projects for a student audience, aligning business needs with learning aims on courses.  | Desirable | Cover letter, CV, Interview |
| Good understanding of market research and business consultancy. | Desirable | Cover letter, CV, Interview |
| Experience of marketing and promoting offers to businesses to generate leads.  | Desirable  | Cover letter, CV, 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.