

**PERSON SPECIFICATION**

**Global Experiences Officer**

**Vacancy Ref: 0881-24**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Application / Supporting Statements / Interview |
| Experience of working within an academic or customer facing environment, demonstrating an understanding of issues involved in administering programmes and challenges faced by staff and students | Essential | Supporting Statements/Interview |
| Excellent writing skills with a high level of accuracy | Essential | Application |
| Experience of working with the suite of Microsoft Office packages and proven IT competency, including Word and Excel at an advanced level | Essential | Application / Interview |
| Ability to accurately input into databases under pressure whilst maintaining accuracy at all times. Maintain manual and electronic records, analyse and manipulation data  | Essential | Supporting Statements /Interview |
| Ability to communicate effectively and appropriately with a variety of people whilst maintaining professionalism regardless of the method of communication | Essential | Interview / Application |
| Ability to use own initiative to plan ahead, manage tasks and prioritise work to meet competing deadlines, whilst maintaining the highest levels of customer service with minimal supervision | Essential | Supporting Statements /Interview |
| Experience of organising events; drawing up event budgets, co-ordinating registration, organising venues, managing preparation of event materials | Desirable | Interview / Supporting statements |
| Evidence of an ability to contribute suggestions/ideas to improve the efficiency and effectiveness of procedures | Desirable | Supporting Statement |
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| Experience of writing, developing and sourcing engaging content for social media channels  |

 | Desirable | Application Form/Interview |
| Ability to work in a team and have a flexible approach to work. | Essential | Interview |

 **• Application Form – Normally used to evaluate factual evidence eg award of a PhD. 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.**