**Person Specification**

**Faculty Liaison Officer**

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| **Criteria** | **Essential/ Desirable** | **Application Form/ Supporting Statements/ Interview** |
| Educated to degree level or relevant experience | Essential | Application form |
| Event management skills, with proven experience of delivering successful events for young people | Essential | Supporting statement/ interview |
| Experience of delivering WP activities/projects in a HE setting or relatable experience in an alternative context. | Essential | Supporting statement/Interview |
| Ability to present information to a wide range of audiences in an engaging and dynamic manner | Essential | Supporting statement/Interview |
| Excellent communication skills with the ability to interact with potential students, parents, teachers and career professionals. | Essential | Supporting statement/Interview |
| Project management skills, with proven experience of delivering against targets. | Essential | Supporting statement/Interview |
| Ability to build strong working relationships with key internal and external stakeholders, such as academic departments, organisations and professional services. | Essential | Supporting Statement/ Interview |
| Fully IT literate including Microsoft Office. | Essential | Application form |
| Willingness to work away from home during evenings and occasional weekends. Ability to travel to local venues (many of which are in rural locations) and to national conventions and events. | Essential | Interview |
| Experience of supervising staff, with the ability to delegate tasks responsibly | Desirable | Interview |
| Knowledge of safeguarding processes and procedures when working with young people. | Desirable | Supporting Statement/ Application form |

**Please note: This role requires an Enhanced DBS with Barred List Check. We will therefore be asking you to complete an Enhanced DBS Check as part of the recruitment process for this role.**

**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 e.g. 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, test, or presentation etc.