PERSON SPECIFICATION
International Student Recruitment Co-ordinator
Recruitment and Admissions

Criteria	Essential/ Desirable	Application Form/ Supporting Statements /Interview
Strong ability to build and nurture effective relationships and networks, influencing stakeholders at all levels.	Essential	Application Form/Supporting Statements/Interview
Experience of tracking finances including; collating financial information, monitoring financial transactions and budgeting.	Essential	Application Form/Supporting Statements/Interview
Track record of maintaining records and filing systems with attention to detail.	Essential	Application Form/Supporting Statements/Interview
Excellent and efficient organisational skills including ability to strategically prioritise workload and work to high precision.	Essential	Interview
Evidence of excellent software skills, especially experience in the use of excel, powerpoint and word.	Essential	Application Form/Supporting Statements/Interview
Demonstrable relevant professional experience of the UK higher education sector, current issues and relevant legislation.	Desirable	Application Form
Experience of organising and managing meetings, events, workshops, including arranging logistics for visitors and key stakeholders.	Desirable	Application Form/Supporting Statements/Interview
Experience of maintaining web content.	Desirable	Application Form/Supporting Statements/Interview
Experience of using monitoring and reporting systems (eg Agresso)	Desirable	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 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, tests, presentation etc.