

PERSON SPECIFICATION

**Project Coordinator**

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| Criteria | Essential/Desirable | Tested by \* Application Form,  Supporting Statement, Interview |
| Educated to degree level or equivalent work experience in a project management or relevant administrative role. | Essential | Application Form |
| Demonstrable experience in coordinating and delivering projects, ensuring timelines and deliverables are met. | Essential | Supporting Statement, Interview |
| Proven ability to manage inboxes, respond to queries professionally, and handle communications efficiently. | Essential | Supporting Statement, Interview |
| Excellent written and oral communication skills with stakeholders at all levels. | Essential | Application Form, Supporting Statement |
| Ability to work collaboratively with internal teams and external partners to deliver on set objectives. | Essential | Supporting Statement, Interview |
| High level of attention to detail and accuracy in managing data, scheduling meetings, and maintaining accurate records. | Essential | Supporting Statement, Interview |
| Ability to work independently and as part of a team, managing competing demands effectively. | Essential | Interview |
| Evidence of Microsoft Office skills to advanced level, in particular the use of Word, Excel and Outlook; ability to use Teams and related systems. | Essential | Application Form |
| Ability to use initiative and be proactive to resolve problems. | Essential | Supporting Statement and Interview |
| Ability to adapt to new systems and processes, with a willingness to learn and develop. | Essential | Interview |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Supporting statement and Interview |
| Ability to proof and edit text to increase readability and to fit different audience needs. | Essential | Supporting statement and Interview |
| Excellent digital literacy skills (e.g., managing social media accounts, website maintenance). | Essential | Supporting statement and Interview |
| Experience in supporting events. | Desirable | Supporting Statement |
| Flexibility to support events outside standard business hours, as needed. | Desirable | Supporting Statement, 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 competency-based interview questions, tests, presentation etc.