

**PERSON SPECIFICATION**

 **Project Co-ordinator (0.2FTE), Law School/Centre for Child and Family Justice Research**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview**  |
| Educated to degree level or equivalent qualification or work experience  | Desirable | Application form |
| The ability to convey an appropriate rationale and interest in this particular post | Essential | Supporting statement / interview  |
| Project management experience  | Essential | Application form/ supporting statement / interview  |
| Excellent time management skills; ability to prioritise competing demands; work flexibly as required | Essential | Application form/ supporting statement/interview |
| Excellent personal, written, oral and communication skills and the ability to present information in an accurate and appropriate format  | Essential | Application form/ supporting statement / interview  |
| Ability to liaise at all levels, including academics, practitioners, senior officials within government/other senior stakeholders/funding bodies | Desirable | Application form/ supporting statement/ interview |
| An awareness of research dissemination and engagement, including methods for collating impact activity | Desirable | Application form/ supporting statement/ interview |
| Ability to use a variety of software to a high level, for example Microsoft Office, Agresso, costing tools, web management. | Desirable | Application form/ supporting statement / 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.