

# Person Specification

**Widening Participation Officer**

**Vacancy Ref: XXXX**

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| **Criteria** | **Essential/ Desirable** | **Application Form/ Supporting Statement/ Interview** |
| Educated to degree level or equivalent relevant experience. | Essential | Application form |
| Experience of delivering both small and large scale events for a bespoke audience in a HE setting or an alternative context. | Essential | Supporting statement/Interview |
| Excellent understanding of undergraduate life at university and the factors which may impact on a WP student’s decision-making process in relation to higher education. | Essential | Interview |
| Knowledge of research methods and the process that you would go through to implement new approaches to evaluation. Including experience of analysing qualitative and quantitative data to inform service delivery. | Essential | Supporting statement/Interview |
| Excellent presentation/communication skills with experience of giving presentations to a wide range of audiences and proven ability to deliver interactive sessions to young people. | Essential | Interview |
| Excellent interpersonal and networking skills when engaging with a range of stakeholders. For example, potential students, parents, teachers, external organisations or careers professionals. | Essential | Supporting statement/Interview |
| Demonstrable project management skills to successfully deliver against targets. | Essential | Supporting statement/Interview |
| Self-motivated with a flexible approach to work, commitment to succeed and take responsibility for own professional development. | Essential | Interview |
| Experience of designing and delivering bespoke training for a group of people. | Desirable | Supporting Statement/ Interview |
| Experience of line management or supervisory experience. | Desirable | Interview |
| Experience of presenting programme findings to an audience (both internal and external). | Desirable | Interview |

**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.