

**Person Specification**  
**Student Recruitment Officer (North) – Maternity Cover**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Educated to degree level or equivalent qualification	Essential	Application Form
Excellent understanding of the student decision making process in Higher Education in the UK, including the ability to advise applicants on the UCAS process and student finance	Essential	Supporting Statement / Interview
Excellent presentation and communication skills with experience of giving presentations to a wide range of audiences and of delivering interactive sessions with young people	Essential	Supporting Statement/Interview
Excellent interpersonal, networking and communication skills with the ability to interact with potential students and parents, and build relationships with teachers and careers professionals	Essential	Interview
Project management skills and experience of planning, delivering and evaluating recruitment activity	Essential	Supporting Statement/Interview
Fully IT literate including Microsoft Office. Experience of producing presentations, data analysis and report writing.	Essential	Supporting Statement
Self-motivated with a flexible approach to work, ability to use initiative and deliver against targets	Essential	Interview
Willingness to work flexibly dependent on the needs of the role, including out of hours working and travel when necessary	Essential	Interview
The ability and confidence to plan and travel via public transport to events and schools/colleges across the UK	Essential	Application Form / Interview
Full UK Driving Licence (vehicle will be provided as necessary) and confidence driving alone, sometimes significant distances	Desirable	Interview
Lancaster University graduate	Desirable	Application Form

- **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 as part of their application 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.