Person Specification

 Student Recruitment Officer (London/Southeast) – Sabbatical Cover

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| 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 remote and 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.