

PERSON SPECIFICATION
Student Recruitment Assistant, UK Student Recruitment

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Recent graduate (within 3 years of commencing appointment)	Essential	Application Form
Awareness of issues relating to progression, recruitment and admission of students into UK higher education	Essential	Supporting Statement/ Interview
Fully IT literate including Microsoft Office. Experience of producing presentations, data analysis and report writing.	Essential	Supporting Statements
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 Statements/ Interview
Outstanding team working skills	Essential	Supporting Statements/ Interview
Excellent organisation and time management skills	Essential	Supporting Statements
Willingness to travel regularly throughout the UK and stay overnight, as required. Willingness to work evenings and weekends, as required.	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	Application Form
Experience of working with young people	Desirable	Supporting Statements/ Interview
Experience of data management and record keeping through Microsoft Excel and other relevant systems	Desirable	Supporting Statements
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 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, tests, presentation etc.