

PERSON SPECIFICATION
GROW Your Future Community Assistant
Vacancy Ref:

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statement/ Application Form/Interview
Excellent skills in face-to face, electronic, telephone and written communications, including the ability to communicate information in a clear and appropriate manner.	Essential	Application Form/Interview
Advocate of customer care including experience in dealing with a range of customer queries/concerns in a professional manner.	Essential	Supporting Statements/ Interview
Experience of prioritising workload to meet competing deadlines without close supervision.	Essential	Supporting Statements/ Interview
Demonstrates a collaborative and professional approach, with the ability to build positive working relationships, remain composed under pressure, and adapt flexibly to evolving needs.	Essential	Interview
Experience with administrative processes in a busy office environment, including experience of Microsoft Office software such as excel.	Desirable	Supporting Statements
An understanding and insight into the needs of students from Widening Participation backgrounds, including the barriers they may face in accessing employability opportunities and progressing into graduate-level careers.	Desirable	Supporting Statement/ Application Form/Interview

- 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 competency based interview questions, tests, presentation etc.