

PERSON SPECIFICATION
Global Experiences Officer
Vacancy Ref:

Criteria	Essential / Desirable	* Application Form / Supporting Statements / Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application form / Supporting Statements / Interview
Experience of project management, ideally an international environment and/or higher education, where influencing others and cross-cultural sensitivity are critical to success.	Essential	Supporting statements / Interview
Experience of developing and delivering initiatives, projects or programmes that increase engagement, participation or impact.	Essential	Supporting statements / Interview
Highly self-motivated individual with the ability to manage competing priorities and deadlines, demonstrating excellent organisational skills, a conscientious approach to work and a high level of attention to detail.	Essential	Support statements / Interview
The ability to manage and develop systems, processes and programme administration to support effective programme delivery, informed decision-making and the accurate reporting of data relating to student recruitment, payments and travel logistics.	Essential	Supporting statements / Interview
Experience of stakeholder management and an ability to develop strong working relationships, with excellent communication and interpersonal skills to engage effectively with diverse audiences.	Essential	Supporting statements / Interview
Ability to work across projects, with some flexible work including occasional evenings and weekends, to meet the needs of the role.	Essential	Interview
Ability to travel overseas for extended periods of up to one month.	Desirable	Interview
Experience of effectively communicating successes to both an internal (LU students and staff) and external audiences.	Desirable	Interview
Commitment to ongoing personal development and training.	Essential	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 either competency-based interview questions, tests, presentation etc.