

PERSON SPECIFICATION
Global Experiences Coordinator
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 providing effective support, advice or guidance to students, customers or programme participants, demonstrating a commitment to delivering an excellent experience.	Essential	Supporting statements / Interview
Experience of planning, coordinating and delivering events, programmes or activities, ensuring that operational and logistical arrangements are managed effectively and to a high standard.	Essential	Supporting statements / Interview
Self-motivated individual with the ability to manage competing deadlines through a conscientious approach to work and a high level of attention to detail.	Essential	Support statements / Interview
The ability to manage and develop programme administration and maintain accurate records and data, ideally relating to student recruitment, payments and travel logistics.	Essential	Supporting statements / Interview
Experience of working with a range of stakeholders and developing effective working relationships, supported by excellent communication and interpersonal skills to engage effectively with diverse audiences.	Essential	Supporting statements / Interview
Ability to work across projects, including occasional evening and weekend work, to meet the needs of the role.	Essential	Interview
Ability to travel overseas in support of programme delivery and Global Experiences activities 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 audience.	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.