

**PERSON SPECIFICATION**  
**Global Experiences Internationalisation Co-ordinator**  
**Vacancy Ref: N1443**

Criteria	Essential/Desirable	Tested by * Application Form, Supporting Statement, Interview
Experience of successful delivery of projects and events	Essential	Supporting statement, interview
Excellent communication and interpersonal skills when dealing by telephone, in writing and face to face with contacts at all levels.	Essential	Application form, supporting statement, interview
Ability to present confidently to a range of audiences	Essential	Interview
Substantial experience of interacting with people of different cultures and backgrounds and an appreciation of the issues which may arise from this.	Essential	Supporting statement, interview
Demonstrable, relevant experience in digital marketing and social media, preferably within UK or international Higher Education.	Essential	Application form, supporting statement, interview
Excellent organisational and time management skills, and attention to detail	Essential	Application form, supporting statement, Interview
Demonstrable experience of administrative work in an office environment, preferably within a Higher Education context including accurate record keeping.	Essential	Application form, supporting statement, Interview
Knowledge of Microsoft Office to advanced level	Essential	Supporting statement, interview
Ability to travel overseas for periods of upto one month	Essential	Supporting statement, interview
Undergraduate Degree or equivalent, or equivalent experience.	Essential	Application form
Experience of supervising part-time staff, especially students	Desirable	Supporting statement, 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 eg 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.