

**PERSON SPECIFICATION**  
**Student Success Officer**  
**Vacancy Ref: N1506**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Supporting Statements/ Interview</b>
Educated to degree level or equivalent qualification in a science or technology related subject and/or experience of delivering student retention or progression activities or projects in a HE setting.	Essential	Application Form
In no more than 500 words, please provide your understanding of the barriers faced by WP students both pre and post entry to university.	Essential	Supporting Statement/Interview
Excellent presentation skills with experience of giving presentations to a wide range of audiences and of delivering interactive sessions with undergraduate students people	Essential	Application Form/Interview
Excellent interpersonal, networking and communication skills with the ability to interact with undergraduate students, academics and professional service staff within departments.	Essential	Interview
Project management skills, with proven experience of delivering against targets	Essential	Supporting Statement/Interview
Fully IT literate including Microsoft Office	Essential	Application Form
Willingness to work away from home and to work during evenings and occasional weekends. Ability to travel to local venues (many of which are in rural locations) and to national conventions and events.	Essential	Supporting Statement
Self-motivated with a flexible approach to work and commitment to succeed and takes responsibility for own ongoing professional development	Essential	Supporting Statement/Interview
Relevant qualification in advice and guidance, careers or student welfare support	Desirable	Application Form
Knowledge of the university processes and student finance systems	Desirable	Supporting Statement/Interview
Experience of website maintenance and online communication tools such as social media	Desirable	Application Form/Interview