

PERSON SPECIFICATION
Outreach Officer
Vacancy Ref: N1667

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Educated to degree level or equivalent qualification in an art, business and management, humanities or social sciences related subject and/or experience of delivering outreach or student recruitment activities or projects in a HE setting.	Essential	Application Form
In no more than 500 words please provide your understanding of the student decision-making process with regard to making the decision to and then applying to Higher Education.	Essential	Supporting Statement/Interview
Excellent presentation skills with experience of giving presentations to a wide range of audiences and of delivering interactive sessions with young people	Essential	Application Form/Interview
Excellent interpersonal, networking and communication skills with the ability to interact with potential students, parents, teachers and careers professionals as well as academics and professional service staff within faculties and 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 sometimes for extended periods 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	Interview
Knowledge of the UCAS process and student finance systems	Desirable	Supporting Statements/Interview
Experience of website maintenance and online communication tools such as social media	Desirable	Application Form/Interview