

**PERSON SPECIFICATION**  
**Student Recruitment Officer**  
**Vacancy Ref: N2011**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Educated to degree level or equivalent qualification	Essential	Application Form
Excellent understanding of the student decision making process in Higher Education in the UK, including the ability to advise applicants on the UCAS process and student finance	Essential	Supporting Statement
Excellent presentation and communication skills with experience of giving presentations to a wide range of audiences and of delivering interactive sessions with young people	Essential	Supporting Statement/Interview
Excellent interpersonal, networking and communication skills with the ability to interact with potential students and parents, and build relationships with teachers and careers professionals	Essential	Interview
Project management skills and experience of planning, delivering and evaluating recruitment activity	Essential	Supporting Statement/Interview
Fully IT literate including Microsoft Office. Experience of producing presentations, data analysis and report writing.	Essential	Supporting Statement
Self-motivated with a flexible approach to work, ability to use initiative and deliver against targets	Essential	Interview
Clean driving licence and/or ability to travel to schools across the country (many of which are in rural locations) and to national conventions and events	Desirable	Supporting Statement
Willingness to work away from home sometimes for extended periods and to work during evenings and occasional weekends	Essential	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicant 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.