

PERSON SPECIFICATION
Policy Coordinator [Welfare]
Vacancy Ref: N2315

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to a degree level or equivalent	Essential	Application Form
Knowledge of the current issues and barriers affecting students in the Higher Education sector, in particular amongst those students from liberation groups and with protected characteristics.	Essential	Supporting Statement/Interview
A good understanding of analysing, managing and influencing policy.	Essential	Supporting Statement/Interview
A strong commitment to working in a democratic and membership organisation, with the ability to empower and build constructive relationships with elected officers.	Essential	Supporting Statement/Interview
Effective personal, written and oral communication skills and the ability to present information in an accurate, concise and appropriate format	Essential	Application Form /Interview
A knowledge of and commitment to the Students' Unions values	Essential	Supporting Statements/ Interview
Experience of administration: accurately inputting to databases/a membership system, maintaining manual/electronic records and the analysis and manipulation of this data using this and Microsoft Office packages..	Essential	Supporting Statements/ Interview
One year's relevant experience in the development and delivery of campaigns for positive change.	Essential	Supporting Statements/ Interview
Experience of working in a Students' Union or membership organisation.	Desirable	Application Form/ Interview
Experience of providing advice in a student-facing environment or in a comparable setting.	Desirable	Application Form /Supporting Statements/ Interview
Experience in creating and delivering training for a range of audiences.	Desirable	Supporting Statements/ Interview
Commitment to ongoing personal development and training.	Desirable	Interview

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- **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 either competency based interview questions, tests, presentation etc.