

PERSON SPECIFICATION

Global Experiences Assistant

Ref: N2339

Criteria	Essential / Desirable	Application form / Supporting statements / Interview *
To convey an appropriate rationale and interest in applying for this particular post	Essential	Supporting statement / interview
Experience of enthusing, motivating and supporting others (ideally students in higher education)	Essential	Supporting statement / interview
Excellent communication and interpersonal skills when dealing by telephone, in writing and face-to-face with contacts at all levels and with applicants with varying levels of English language proficiency	Essential	Supporting statement / interview
Self-motivated individual who can manage competing deadlines through a conscientious approach to work that involves paying attention to detail	Essential	Supporting statement / interview
Experience of accurately inputting information into databases, maintaining manual/electronic records and the analysis and manipulation of this data	Essential	Supporting statement / interview
Previous office work experience (in a Higher Education or customer service context would be an advantage)	Essential	Supporting statement / interview
Ability to work accurately under pressure both independently and as part of a team	Essential	Interview
Ability to travel overseas for extended periods of up to one month	Essential	Interview
Commitment to ongoing personal development and training	Essential	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 either competency based interview questions, tests, presentation etc.