

**PERSON SPECIFICATION**  
**Digital Learning Coordinator, Lancaster University Management School (LUMS)**  
**Vacancy Ref: N2426**

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent work experience	Essential	Application Form
An enthusiasm for, and knowledge of, digital learning and/or HE programme administration	Desirable	Supporting Statements
Knowledge of online learning platforms	Essential	Supporting Statements
Experience of working in a knowledge based environment, preferably in HE	Desirable	Supporting Statements
Experience in a student support or other customer facing role	Essential	Supporting Statements
Experience of using VLEs and/or of programme administration	Desirable	Supporting Statements
Excellent communication skills including the ability to translate complex and technical information simply and effectively	Essential	Application Form/Interview
Experience of project management including strong time management and planning skills	Essential	Supporting Statements
Ability to work pro-actively and independently	Essential	Interview
Ability to meet stretching deadlines and remain calm under pressure	Essential	Supporting Statements/Interview
Excellent cultural awareness and the ability to work with colleagues and students from a diverse range of backgrounds	Desirable	Supporting Statements
Excellent numeracy and literacy and attention to detail	Essential	Application Form

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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.