

PERSON SPECIFICATION
Outreach Coordinator
Vacancy Ref: N2651

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent qualification.	Essential	Application Form
Experience of working in an educational setting, voluntary or charity sector organisation with a focus on engaging young people.	Essential	Supporting Statements/ Interview
Awareness of the barriers or issues faced by young people from widening participation backgrounds when making decisions about progression to higher education.	Essential	Interview
Experience of working with young people to raise attainment and aspirations, monitoring process and providing constructive feedback to enhance learning.	Essential	Supporting Statements/ Interview
Experience of schools liaison and/or working effectively with teachers to design and deliver projects and activities.	Essential	Supporting Statements/ Interview
Excellent presentation/communication skills, with the ability to handle sensitive situations or information in a diplomatic manner.	Essential	Interview
Ability to work independently on multiple projects, using excellent organisation and time management skills.	Essential	Interview
Relevant administrative experience and ability to use Microsoft Office (Word, Excel, and Outlook).	Essential	Interview
Familiarity with monitoring and analysing data, statistics and educational performance measures.	Desirable	Supporting Statements
Willingness to travel throughout the Northwest/UK and work evenings or weekends as required.	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.