

Person Specification
Student Recruitment & Events Co-ordinator (south of England)
Vacancy Ref: N2837

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
Educated to degree level or equivalent qualification	Essential	Application Form
An 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/Interview
Excellent presentation and communication skills with experience of giving presentations	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	Essential	Supporting Statement/Interview
Experience of digital marketing/social media content creation/creation of written marketing copy	Desirable	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 flexibly dependent on the needs of the role, including out of hours working and travel when necessary	Essential	Interview