

**PERSON SPECIFICATION**

**Aqueous Futures Project Coordinator**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Administrative experience, in particular project administration. | Essential | Supporting statements/interview |
| Excellent and efficient organisational skills including the ability to strategically prioritise workload to meet tight deadlines and to work to high precision and accuracy. | Essential | Supporting statements/interview |
| Excellent verbal, written and visual presentation skills for a variety of audiences, face-to-face, phone, and electronic communications. | Essential | Supporting statements/Application form /interview |
| Evidenced experience of collaboration and team working skills, including liaising with partners or customers. | Essential | Supporting statements/interview |
| Previous experience of event organisation and coordination in or outside academic context. | Essential | Supporting Statements/Application form /interview |
| Ability and willingness to undertake occasional regional travel (North West Lancashire and South Cumbria) | Desirable | Application form/interview |
| Experience of impactful communication through print and online media to a range of audiences. | Desirable | Supporting statements/interview |
| Educated to degree level | Desirable | Application form |

* **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 e.g. 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.