

**PERSON SPECIFICATION**

Project Coordinator

The Future of Human Reproduction

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| Educated to (GCE) Advanced Level or equivalent | Essential | Application form |
| Experience of working in administrative roles | Essential | Application form / supporting statement / interview |
| An interest in working to supportThe Future of Human Reproduction programme and an appropriate rationale for applying for this post | Essential | Supporting statement / interview |
| Strong interpersonal skills and experience of liaising with partners or customers | Essential | Supporting statement / interview |
| Ability to work in a team, a flexible approach to work, and accepting of different viewpoints | Essential | Supporting statement / interview |
| Effective written and oral communication skills and the ability to present information in an accurate and appropriate way | Essential | Supporting statement / interview |
| Ability to prioritise workload to meet competing demands | Essential | Supporting statement / interview |
| Demonstrable skills in Microsoft Office suite. | Essential | Supporting statement / interview |
| Experience of supporting the planning and delivery of successful events | Desirable | Supporting statement / interview |
| Experience of supporting communication via websites and social media | Desirable | Supporting statement / 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 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.