



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Widening Participation (WP) Spring/Summer School Course Assistant**

**Department/Division: Widening Participation Team    Accountable to: Course Director/Course Leader & WP Officer**

Criteria	E/D
<p><b>Knowledge and Experience</b></p> <p>Previous experience of working with young people An awareness of child protection An awareness of widening participation in higher education Experience of widening participation in higher education</p>	<p>E E E D</p>
<p><b>Communication</b></p> <p>Experience in communicating effectively with internal / external contacts Ability to convey material in an interesting, accessible manner</p>	<p>E E</p>
<p><b>Teamwork and Motivation</b></p> <p>Ability to work effectively as part of a small team and within the wider context of the WP summer school Ability to demonstrate a degree of flexibility and adaptability</p>	<p>E E</p>
<p><b>Planning and Organising</b></p> <p>Ability to be punctual and reliable Ability to work in an organised, timely and efficient manner Ability to work pro-actively when appropriate</p>	<p>E E E</p>
<p><b>Liaison and Networking</b></p> <p>Ability to interact with and inspire young people from a range of different backgrounds</p>	<p>E</p>

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**