



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.

Department/Division: Widening Participation (WP) Team (Academic Registrar's Division)
Accountable to: Widening Participation Officer

Criteria	E/D
<p>Knowledge and Experience</p> <p>Undergraduate/Postgraduate qualification in a social science subject</p> <p>Previous experience of working with young people, in particular pre-16</p> <p>Classroom management experience</p> <p>An awareness of Widening Participation in Higher Education</p> <p>Awareness of child protection issues</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Communication</p> <p>Excellent presentation/teaching skills and ability to use various teaching methods in order to actively engage participants</p> <p>Experience in communicating effectively with internal and external contacts</p> <p>Ability to convey and present material in an interesting and accessible manner</p>	<p>E</p> <p>E</p> <p>E</p>
<p>Teamwork and Motivation</p> <p>Ability to lead, supervise and direct a small team</p> <p>Ability to work in a team</p> <p>Ability to demonstrate a degree of flexibility and adaptability</p>	<p>E</p> <p>E</p> <p>E</p>
<p>Planning and Organising</p> <p>Capacity to develop and deliver an engaging five day programme</p> <p>Ability to work independently, organising own workload</p> <p>Ability to meet conflicting deadlines in a timely manner</p>	<p>E</p> <p>E</p> <p>E</p>
<p>Liaison and Networking</p> <p>Ability to liaise with a range of internal/external contacts</p> <p>Ability to identify and procure suitable of academic and professional speakers, both internal and external, to contribute to the Programme</p> <p>Ability to liaise with external contacts to plan and organise a trip off-campus</p>	<p>E</p> <p>E</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