

LEEDS TRINITY UNIVERSITY

PERSON SPECIFICATION

JOB TITLE: Community Engagement Officer – Bradford (Part time, Fixed term)

DEPARTMENT: Marketing, Communications and Recruitment

DATE: November 2019

No:		Assessed by: Application – A Interview – I Presentation – P
	ESSENTIAL	
	Qualifications	
1	Educated to degree level or equivalent.	A
	Experience	
2	Experience of developing networks and building relationships with a diverse range of people.	A, I
3	Experience of community outreach work.	A, I, P
4	Experience of event planning and delivery.	A, I
5	Excellent proven presentation skills.	I, P
	Knowledge	
6	Awareness and understanding of the issues that affect student recruitment, especially of non-traditional entrants.	A, I
7	A good understanding of the educational aspirations and needs of a range of young people and adults, including BAME communities.	A, I
8	Sensitivity and flexibility in working with a diverse range of client groups; awareness of their needs.	A, I
	Skills	
9	Excellent communication skills.	I, P
10	Excellent personal organisation skills.	A, I
11	Capable of interacting with different sized groups of young people of various ages.	I
12	Ability to working independently as well as part of a team	I
13	Valid driving licence	A
	Personal Qualities	
14	Must be prepared to work evenings and weekends as required by the role.	A, I
	DESIRABLE	
	Experience	
15	Experience and knowledge of student recruitment processes in Higher Education.	A, I
	Skills	
16	Bilingual in language which reflects the composition of the Bradford community (e.g. Urdu, Punjabi, Polish)	A, I
	Personal Qualities	
17	Highly motivated with the ability to show initiative and creativity.	A, I