



Representation & Democracy Development Coordinator

Person Specification

| Requirements | Essential | Desirable |
|--|-----------|-----------|
| QUALIFICATIONS | | |
| Literate and numerate to a GCSE level. | * | |
| Qualification in delivering training. | | * |
| EXPERIENCE | | |
| Experience of working with students or volunteers. | * | |
| Experience of compiling surveys, analysing research data and report writing. | * | |
| Broad understanding of issues affecting the Higher Education Sector. | | * |
| Experience of working in a membership led or democratic organisation. | | * |
| Experience of communicating with a diverse range of people, both individuals and groups. | * | |
| Previous involvement in project work and project planning. | | * |
| SKILLS | | |
| General IT skills including a working knowledge of Microsoft Office. | * | |
| Excellent interpersonal skills- able to communicate well both written and verbally. | * | |
| Strong time management skills – able to meet deadlines and cope with varying workloads. | * | |
| Ability to work well under pressure, to be flexible and adapt to changes in priorities. | | * |
| Posses a positive attitude to work and ability to organise own workload. | | * |
| Able to work as part of a team as well as under own initiative. | * | |
| Commitment to the delivery of high standards of customer service. | * | |