

# ACTIVITIES COORDINATOR PERSON SPECIFICATION

**Criteria** Essential Desirable **Assessed\***

## EDUCATION & TRAINING

Degree or equivalent	✓		A
Current, clean, UK driving licence	✓		A
Relevant qualifications or skills training		✓	A
First Aid / Health & Safety Qualification		✓	A

## EXPERIENCE

Evidence of coordinating or leading membership groups/extracurricular activities	✓		A+I
Successful work in a busy/distracting environment	✓		I
Project planning, co-ordination and delivery	✓		I
Experience of sports administration and fixture arrangement		✓	A
Experience as member of a University extracurricular activity group/committee		✓	A
Working/planning within a budget		✓	A
Working and forging successful relationships with a range of internal and external stakeholders		✓	A

## SKILLS

Written and verbal communication skills	✓		A+I
Effective use of Microsoft Office, particularly Excel	✓		A+I
A flexible and adaptable approach to work	✓		I
Able to proactively work on own initiative	✓		I
Strong organisational skills	✓		I
Team working	✓		I
Objectivity when dealing with student led groups	✓		I
Able to handle competing priorities and variable workloads	✓		I

## KNOWLEDGE

Good understanding of student extracurricular activity groups	✓		A+I
Good understanding of BUCS	✓		A+I
Understanding and commitment to equality of opportunity; someone who builds a culture of inclusivity	✓		A
Good understanding of Health & Safety legislation and best practice		✓	A+I
Good understanding of WinchSU and its activities		✓	I

**\*A** = Assessed by application. These criteria will be measured by responses given in the online application. **Please ensure you are making reference to these areas in your Personal Statement.**

**\*I** = Assessed by interview. These criteria will be measured by responses given in an interview setting.