

# ACTIVITY GROUPS COORDINATOR:

## Person Specification

Criteria	Essential	Desirable	Assessed*
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### EDUCATION & TRAINING

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

### EXPERIENCE

Effective use of Microsoft Office, particularly Excel	✓		A+I
Evidence of co-ordinating 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 in a democratic/elected officer environment		✓	A
Working/planning within a budget		✓	A
Working and forging successful relationships with a range of internal and external stakeholders		✓	A

### SKILLS

Written and oral communication skills	✓		A+I
IT literate	✓		A+I
A flexible and adaptable approach to work	✓		I
Able to work on own initiative (including effective home working if required)	✓		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 the Union and its activities		✓	I

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

**I** = Assessed by interview. These criteria will be measured by responses given in an interview setting, including any task, as applicable.