

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Schools Engagement Coordinator |  | Dept | Marketing And Schools Engagement |
| Grade | PO1 |  | Ref No | 162-23 |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  INTERVIEW TASK (T)  Presentation (P) |
| Level 2 English and Maths at Grade C or above  Hold a degree or equivalent | E  D | AF  AF |
| Relevant Experience | E / D  Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| Experience of establishing and managing relationships with staff in schools, educational support settings, parents and carers and relevant stakeholders  Experience of line managing and developing staff in a professional setting  Experience of the implementation, monitoring and evaluation of plans linked to strategies  Experience of report writing and presenting information to management groups  Experience of working with and making presentations to groups of school pupils, teachers, support staff and stakeholders  Experience of coordinating events and providing high levels of customer service | E    E  E    E    E  E | AF/I    AF  AF/I    I    I  I |
| Relevant Knowledge/ Skills & Aptitudes | Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| Excellent oral and written communication skills including the ability to convey complex information with clarity to a range of audiences  Excellent networking and interpersonal skills with proven ability to identify relevant stakeholders, engaged with others, build and maintain appropriate communication channels with key contacts and interested parties  Proven organisational skills including ability to plan projects/events from inception, monitor and drive progress, coordinate the work of others, identify and mitigate against risk, and ensure completion to time and on budget  Ability to communicate with and influence a wide range of stakeholders with a focus on diplomacy and target delivery  Ability to work in a team, working flexibly and supporting each other to deliver team goals  Ability to work autonomously, organising, prioritising and taking personal responsibility for own work and deadlines  Excellent interpersonal skills with proven ability to engage others, building and maintaining positive working relationships to support collaborative working  Understanding of the educational sector including Apprenticeships, T Levels, Study Programmes and Higher Education  Understanding of competition, market share and the ability to carry out market research and produce reports  Knowledge of social media platforms and trends | E  E      E  E  E  E  E  E  E  E | AF/I  AF/I      AF/I    I  AF  AF/I  AF/I    AF/P  I/T    AF/I |
| Special Requirements | E / D  Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| Must be able to commute effectively between between schools, support settings and stakeholders in the Greater Manchester area  Must be prepared to work flexibly including evenings and weekends  To be familiar, and act in accordance with the College’s Customer Services Code of Practice  Committed to the principles of valuing diversity and equal opportunities  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment  The successful applicant will need to have a CRB check to work in the College environment  The post holder would be required to demonstrate an ability of discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the College  Awareness of health and safety requirements  The post holder would be expected to take their main holidays outside of the College term week | E  E  E  E  E  E  E    E  E  E | I  I  I  I  I  I  I  I  I  I |