

Person Specification

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

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| Education / Training | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)INTERVIEW TASK (T)Presentation (P) |
| Level 2 English and Maths at Grade C or aboveHold a degree or equivalent | ED | AFAF |
| Relevant Experience | E / DEssential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| Experience of establishing and managing relationships with staff in schools, educational support settings, parents and carers and relevant stakeholdersExperience of line managing and developing staff in a professional settingExperience of the implementation, monitoring and evaluation of plans linked to strategiesExperience of report writing and presenting information to management groupsExperience of working with and making presentations to groups of school pupils, teachers, support staff and stakeholdersExperience of coordinating events and providing high levels of customer service | E  E E  E  EE | AF/I  AFAF/I  I  II |
| Relevant Knowledge/ Skills & Aptitudes | Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| Excellent oral and written communication skills including the ability to convey complex information with clarity to a range of audiencesExcellent 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 partiesProven 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 budgetAbility to communicate with and influence a wide range of stakeholders with a focus on diplomacy and target deliveryAbility to work in a team, working flexibly and supporting each other to deliver team goalsAbility to work autonomously, organising, prioritising and taking personal responsibility for own work and deadlinesExcellent interpersonal skills with proven ability to engage others, building and maintaining positive working relationships to support collaborative workingUnderstanding 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 reportsKnowledge 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 / DEssential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| Must be able to commute effectively between between schools, support settings and stakeholders in the Greater Manchester areaMust be prepared to work flexibly including evenings and weekendsTo be familiar, and act in accordance with the College’s Customer Services Code of PracticeCommitted to the principles of valuing diversity and equal opportunitiesBolton 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 commitmentThe successful applicant will need to have a CRB check to work in the College environmentThe post holder would be required to demonstrate an ability of discretion and maintaining confidentialityMust be willing to undertake appropriate training and development in order to meet the requirements of the CollegeAwareness of health and safety requirementsThe post holder would be expected to take their main holidays outside of the College term week | EEEEEEE  E E  E | IIIIIIIIII |