



**PERSON SPECIFICATION – GRADUATE ADVOCATE  
STUDENT FUTURES AND COPORATE COMMUNICATIONS**

**Methods of assessment**

Application form (A)

Interview (I)

Task (T)

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Educated to degree level	E	A
High level of literacy and numeracy	E	A
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Experience of working with young people	E	A/I
Experience of delivering recruitment/widening participation activities	D	A/I
Experience of working in an office environment	D	A/I
Experience with event planning and delivery	D	A/I
Experience of autonomous working	D	A/I
Experience of working in a customer service-based role or working with CRM systems	D	A/I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Good interpersonal and communication skills: able to relate to young people and those in authority	E	A/I/T
Good ICT skills, including databases, spreadsheets and software systems, virtual presentation software	E	A/I
Ability to work under pressure	E	A/I

Ability to manage a varied workload within a project delivery context	E	A/I
Ability to work in a team	E	A/I
Ability to work independently and meet given deadlines	E	A/I
Ability to work under supervision to professional standards and accept guidance	E	A/I
<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Liverpool Hope University 2023 BA/BSc graduate	E	A/I
Willing to work flexible hours (including weekends)	E	A/I
Willing to undertake training as required (First Aid, Child Protection)	E	A/I
Highly motivated and enthusiastic	E	A/I
Proactive approach to higher education	E	A/I
Commitment to providing a high-quality student experience underpinned by the mission and values of the university and willingness to provide a high level of customer service to colleagues and external partners at all times	E	A/I
Willingness to travel and work away from home	E	A/I