## Person Specification
### Outreach and Recruitment Coordinator

<table>
<thead>
<tr>
<th>Qualifications, experience and background</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| Qualifications, experience and background | • A degree, relevant professional qualification and/or equivalent extensive experience in the area of higher education administration  
• Experience of working with data of a confidential and sensitive nature  
• Significant experience of assisting and supporting at a high level within an organisation | • Knowledge of the Cambridge collegiate system  
• Experience in marketing |
| Specific knowledge/skills (technical) | • First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary  
• Event management experience  
• Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook  
• Excellent written communication skills and command of the English language to draft letters, briefing notes etc. and high attention to detail  
• Excellent interpersonal skills and the confidence to deal with people at every level  
• Friendly approach and high level of customer service as ‘ambassador’ for Admissions Director’s Office/College  
• Ability to carry out research using appropriate methods including the internet  
• Ability to manage a heavy and demanding workload and work under pressure to meet deadlines | • Event organisation experience  
• Familiarity with local education systems, qualifications and institutions in the target markets. |
| Personal attributes | • Highest level of professionalism, discretion and diplomacy in dealing with confidential information and sensitive issues.  
• Confident and proactive with the ability to work using own initiative and judgement  
• Interest and willingness to engage in all the areas of responsibility of the Admissions Director’s Office  
• Commitment to continuous professional development and ability to learn new skills quickly | |
| Team and management skills | • A constructive team player demonstrating an ability to work collaboratively.  
• Able to work well as part of a small team and also take initiative when necessary | |
| Other | • Able to adopt a flexible and collaborative approach to tasks  
• Commitment to continuing professional development  
• Strong cultural awareness including an appreciation of different cultural expectations, sensitivities, customs and practices.  
• Driving licence | |