



St John Rigby College
Gathurst Road, Orrell, Wigan WN5 0LJ

PERSON SPECIFICATION: PARTNERSHIPS AND INSIGHTS OFFICER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience, Skills and Knowledge			
Ability to deliver engaging, high-quality presentations to a range of audiences	✓		Application, Interview
Strong confidence working with data, reporting and spreadsheets, including Excel	✓		Application, Interview
Ability to analyse engagement activity and applicant behaviours across the recruitment journey	✓		Application, Interview
Confidence using digital tools and technology to support planning, presentations and reporting	✓		Application, Interview
Strong organisational skills and the ability to manage complex calendars and multiple priorities	✓		Application, Interview
Ability to work at pace and respond to changing demands	✓		Application, Interview
Proactive team player with energy, ideas and initiative	✓		Interview
Experience in schools' engagement outreach, marketing, recruitment or a related field		✓	Interview
An understanding of the admissions, schools' liaison and marketing ecosystem within education		✓	Interview
Experience coordinating events or external engagement activity		✓	Interview
Experience using CRM systems or managing recruitment related data		✓	
Ability to work constructively as part of a team, understanding college roles and responsibilities and your own position within these	✓		Interview
Excellent interpersonal skills with the ability to communicate effectively with people at all levels, internally and externally	✓		Application, Interview
Initiative in problem solving and development of new systems and ways of working	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Educated to GCSE A level or equivalent	✓		Application, Interview
Educated to degree level		✓	Application, Interview
Attitude and Impact			
Personable, confident communicator with a positive and enthusiastic approach to building rapport with colleagues and external stakeholders	✓		Interview
Willingness to develop within role			
Smart in appearance and manner	✓		Interview

An excellent record of punctuality and attendance	✓		Application, interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
To contribute to the maintenance of an attractive working environment in your area	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Enhanced DBS Disclosure Clearance *	✓		Pre-employment check
Medical Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* both will follow an initial offer of employment</i>			
<i>St John Rigby College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i>			