



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

PERSON SPECIFICATION: MARKETING AND PARTNERSHIPS ASSISTANT

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			
Excellent communication and interpersonal skills	✓		Application, Interview
Confident presenting to groups and engaging with a wide range of audiences	✓		Application, Interview
Enthusiastic, energetic and able to build rapport quickly	✓		Application, Interview
Strong organisational skills and ability to manage competing priorities	✓		Application, Interview
Professional and confident when representing the College externally	✓		Application, Interview
Ability to work independently and as part of a team	✓		Application, Interview
A proactive, solution-focused approach with the ability to bring new ideas and opportunities forward	✓		Interview
Good IT and digital skills, including Microsoft Office applications		✓	Interview
Willingness to work flexibly, including occasional evenings		✓	Interview
Commitment to providing excellent service and support to prospective students and stakeholders		✓	Interview
Experience in marketing, customer engagement, education, recruitment or outreach activity		✓	
Experience supporting events or community engagement activities		✓	Interview
Experience creating content for social media or digital platforms		✓	Application, Interview
Knowledge of the post-16 education sector		✓	Interview
Qualifications			
Educated to GCSE A level or equivalent	✓		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>			