



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Student Lifecycle Programme Officer

Department/Division: Student Communities – LSE LIFE
Accountable to: Student Communities Lead

Competency	Criteria	E/D
Knowledge & Experience	Degree level or equivalent	E
	IT literate – ability to use MS Word, email, databases and spreadsheets	E
	Knowledge or interest in the UK higher education sector; and widening participation issues	E
	Experience of managing projects and/or relationships with multiple stakeholders and contributors	E
	Knowledge of safeguarding, equity, diversity and inclusion issues, best practice and regulation	E
	Keen interest in issues of justice and youth development	E
	Experience working with databases such as a CRM system	D
	Experience of project management, delivery of complex activities and managing associated budgets	D
Communication	Excellent oral and written communication skills	E
	Ability to work and communicate with people at all levels including current students, university applicants, academic staff, senior stakeholders and external funders	E
	Ability to convey operational and sometimes complex information to a team	E
	Good report writing and presentation skills	E
Teamwork and Motivation	Experience of motivating project contributors and helping colleagues to maintain a clear direction of the programme	E



	Experience of working within a team environment	E
	Ability to provide clear instruction and training to students and staff delivering projects	E
	Ability to review and develop training and coaching provision for student staff	D
Liaison and Networking	Experience of liaising with internal departments and colleagues involved in programme delivery	E
	Experience of liaising with external contacts (for example funding bodies, partner schools, other universities) and to develop new contacts	E
	Experience of consulting service users or project beneficiaries to gather feedback and inform continuous improvement	D
Service Delivery	Experience of managing and delivering projects on time and to budget	E
	Experience of managing event or project contributors, ensuring standards and aims are met	D
Initiative and Problem Solving	Experience of identifying and resolving issues which arise in project planning and implementation	E
	Ability to anticipate problems and take actions to mitigate their impact	E
	Ability to robustly evaluate ideas and perspectives to find appropriate solutions and approaches that meet the needs of varied stakeholders	E
	Experience of handling complex queries from students and university applicants and advising them appropriately	D
Investigation, Analysis and Research	Excellent numerical and analytical skills	E
	Ability to collect, analyse and report on data	E
	Ability to research best practice across the sector, and collate information in a concise manner	E
Other	This role requires a willingness to work flexibly including evening and weekend work.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.