

## SOCIAL ACTIVITY COORDINATOR

### Person Specification

NOTE: Short-listing is carried out against essential criteria. However, should CSE receive a high volume of applications short-listing may also be carried against desirable criteria.

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSMENT STAGE
<b>EDUCATION &amp; QUALIFICATIONS</b>		
<b>First aid qualified:</b> Have or willing to complete a first aid qualification	Essential	Application form
<b>EXPERIENCE</b>		
<b>Experience of event planning or instructing groups</b> e.g. football Coaching	Desirable	Application form and interview
<b>Experience of working with international students</b>	Desirable	Application form and interview
<b>SKILLS &amp; KNOWLEDGE</b>		
<b>Language competencies:</b> - proficient level in English for reading, writing, listening and speaking - Excellent written and oral communication skills in English	Essential	Application form and interview
<b>An understanding of cultural differences and issues facing international students in the UK</b>	Desirable	Interview
<b>Computer Literate</b> - Able to use Excel, Word, Publisher, Powerpoint and Outlook	Essential	Application form and Interview
<b>Have an understanding of the role of safeguarding and the welfare of young people and vulnerable adults.</b> Especially with regard to good practice and the professional obligations	Essential	Interview
<b>PERSONAL QUALITIES</b>		
<b>Good team worker:</b> Ability to create working relationships with CSE staff	Essential	Interview
<b>Culturally sensitive and aware:</b> Respect and value the different experiences, ideas and backgrounds of others	Essential	Interview
<b>Good organisational and administrative skills:</b> Ability to complete administrative tasks to CSE's standards	Essential	Recruitment deadlines and interview
<b>Friendly, sociable with an outgoing personality:</b> Able to develop a working relationship with all CSE students	Essential	Interview
<b>Flexible:</b> A willingness to adapt to working within CSE's procedures and to meet the required standards.	Essential	Interview

**LEGAL REQUIREMENTS**

<b>Legally entitled to live and work in the UK.</b>	Essential	Application Form
<b>DBS check:</b> Have or willing for CSE to apply to Disclosure & Barring Service/Disclosure Scotland for an Enhanced Disclosure & Barring Certificate. Or willing to supply a Certificate of Good Character.	Essential	Application Form