

Social Organiser (Summer 2018)

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
EDUCATION & QUALIFICATIONS		
First aid qualified: Have or willing to complete a first aid qualification	Essential	Application form
EXPERIENCE		
Experience of event planning or instructing groups e.g. football Coaching	Desirable	Application form and interview
Experience of working with international students	Desirable	Application form and interview
SKILLS & KNOWLEDGE		
Language competencies: <ul style="list-style-type: none"> • proficient level in English for reading, writing, listening and speaking • Excellent written and oral communication skills in English 	Essential	Application form and interview
An understanding of cultural differences and issues facing international students in the UK	Desirable	Interview
Computer Literate <ul style="list-style-type: none"> • Able to use Excel, Word and Outlook 	Essential	Application form and Interview
Have an understanding of the role of safeguarding and the welfare of young people and vulnerable adults. Especially with regard to good practice and the professional obligations	Essential	Interview
PERSONAL QUALITIES		
Good team worker: Ability to create working relationships with CSE staff	Essential	Interview
Culturally sensitive and aware: Respect and value the different experiences, ideas and backgrounds of others	Essential	Interview
Good organisational and administrative skills: Ability to complete administrative tasks to CSE's standards	Essential	Recruitment deadlines and interview
Friendly, sociable with an outgoing personality : Able to develop a working relationship with all CSE students	Essential	Interview
Flexible: A willingness to adapt to working within CSE's procedures and to meet the required standards.	Essential	Interview
LEGAL REQUIREMENTS		
Legally entitled to live and work in the UK.	Essential	Application Form
DBS check: 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