

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Employability Coordinator	Grade:	SCP 14-17
Division/Section:	MBD	Date:	April 2026
Prepared by:	Jacqui Taylor		
Designation:	Head of Marketing and External Relations		
Reviewed by:	Carrie Lynch		
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Excellent organisational skills and attention to detail.	Application Form
	Time management skills and ability to work effectively under pressure.	Application Form
	Proven ability to communicate at all levels both in writing and verbally.	Application Form/Interview
	Proven teamworking skills.	Application Form/
	Confident negotiator	Interview
	Proven ability to problem solve and make quick decisions under pressure.	Application Form
	Flexible and adaptable	Application Form
	Ability to encourage, persuade and motivate others.	Interview

	Desirable Report writing including extracting statistical data. Awareness of the local labour market.	Application Form Interview
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2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential 1 years experience of organising and coordinating employability provision Good standard of IT literacy with a working knowledge of software packages including PowerPoint, Microsoft office and databases. Experience of engaging with employers across the private, public and 3 rd sectors. Experience of coordinating training programmes Driving License	Application Form /Interview Application Form. Interview Application Form/Interview Application Form
	Desirable Educated to HNC level Experience of preparing paperwork for Audit. Experience/Knowledge of the FE sector	Application Form Application Form/Interview Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Awareness of the importance of confidentiality. High level of accuracy required and the ability to produce high quality work within tight timescales with limited supervision. Ability to prioritise own workload and work on own initiative.	Interview Interview Application Form
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential Ability to work effectively on your own as well as part of a team. Commitment to customer care focused provision of service.	Interview Interview
	Desirable Effective Partnership working	Application Form/ Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Commitment to equal opportunities Must be flexible in terms of working hours as this post requires evening and weekend work.	Application Form/Interview Interview