PERSON SPECIFICATION

Details of Person Specification

Job Title:	DYW School Coordinator	**Grade:**	10-13
Division/Section:	DYW	**Date:**	Feb 2026
Prepared by:	Sarah Barnes		
Designation:	Programme Manager		
Reviewed by:	Carrie Lynch		
Designation:	HR advisor		

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	
	Knowledge of Developing the Young Workforce Agenda.	Application form/Interview
	Knowledge of Moray Labour Market.	Interview
	Knowledge of the Scottish Education System.	Interview
	Ability to build strong relationships with others from differing backgrounds and experiences.	Application form/Interview
	Excellent networking skills.	Application form/Interview
	Excellent presentation skills.	Application form/Interview
	Excellent written communication skills.	Application form/Interview
	Excellent verbal communication skills.	Application form
	High standard of IT literacy and a working knowledge of software packages including PowerPoint, Microsoft office and databases.	Application form/Interview

	Excellent organisational skills and attention to detail.	Interview
	Ability to work effectively under pressure.	Application form/Interview
	Proven teamworking skills.	Interview
	Proven ability to problem solve.	Interview
	Desirable	
	Proven ability to handle conflict.	Application form/Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Educated to HNC level or have equivalent experience in a similar role.	Application form
	Experience/track record in building and maintaining customer relationships and partnerships.	Application form/Interview
	Knowledge and experience of events management.	Application form/Interview
	Desirable	
	Educated to Degree level or have equivalent experience in a similar role.	Application form
	Experience of working in a school environment.	Interview
	Experience of Digital Marketing and Social Media Management.	Interview
	Experience of writing reports and evidence/case studies.	Interview
	Experience of entering data into Customer Relationship Management systems.	Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	To be accurate in all aspects of work.	Interview
	Ability to manage own workload.	Interview
	Ability to work on own initiative.	Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	A positive attitude towards work.	Interview
	Good interpersonal/team working skills.	Interview
	Proactive and customer focused approach.	Interview
	Confident negotiator.	Interview
	Ability to network with others.	Interview
	Flexible and adaptable.	Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Ability to handle confidential information appropriately.	Interview
	Commitment to equal opportunities.	Interview
	Ability to work safely in a college environment.	Interview
	Valid UK driving licence with regular access to a car.	Interview
	Willing to regularly travel within the region and occasionally travel nationally.	Interview
	A passion for playing a role in making a difference to the young people of Moray,	Interview
	Desirable	