



Partnership Co-ordinator

PERSON SPECIFICATION

CANDIDATE NO:

For office use only		
Shortlisted:	Yes/No	Internal/External
Result of Interview	Appoint / Hold / Not Appoint	
Reasons for Decision		
Chair of Panel:		Date:

FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES

CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
WORK RELATED EXPERIENCE					
ESSENTIAL					
1. Minimum of 2 years' experience of project co-ordination of funded projects	Application Form and interview				
2. Experience of working on partnerships and/or developing new partnerships	Application Form and interview				

3. Experience of membership organisations and/or networks or equivalent	Application form and interview				
4. Experience of bid writing/fundraising	Application form and interview				
5. Experience of working in the education sector	Application form and interview				
SKILLS AND ABILITIES					
ESSENTIAL					
1. Excellent communication and networking skills	Application Form and interview				
CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
2. Proven organisational skills and high attention to detail to manage a diverse workload	Application form and interview				
3. Problem solving capacity and facilitation skills	Application Form And interview				
4. Willingness to work collaboratively and co-operatively with partner agencies and learners	Application Form And interview				
5. Ability and skills to use social media as a tool to raise the profile of organisations	Application Form and interview				
6. Educated to GCSE standard in English and Maths	Application Form and interview				
7. Record keeping, monitoring data,	Application				

and report writing skills	Form and interview				
8. Excellent IT skills and use of applications	Application Form and interview				
DESIRABLE					
1. Relevant higher level qualification	Application Form and interview				
KNOWLEDGE					
ESSENTIAL:					
1. Knowledge and commitment to adult learning	Application form and interview				
CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
2. Knowledge of quality standards in adult education	Application form and interview				
3. Knowledge of and ability to maintain professional boundaries	Application form and interview				
4. Understanding of inclusion and diversity	Application form and interview				
DESIRABLE					
5. Knowledge of European funded projects	Application Form And interview				
OTHER					

ESSENTIAL					
1. Able to demonstrate ability to travel across Hastings and St Leonards	Application Form And interview				
2. A willingness to work flexibly, including some evenings	Application Form And interview				