

Person Specification: Activity Coordinator

Criteria	Essential	Desirable
Education, experience and achievements	<ul style="list-style-type: none"> • Educated to degree level, or equivalent qualification <i>or</i> • Educated to A level and a minimum of two years' experience working in a busy office environment 	<ul style="list-style-type: none"> • Demonstrable experience in a comparable professional role • Experience of working in the EFL industry • Experience of recruitment and selection of candidates • Experience supervising others • Experience of providing training for others
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent time management skills • High level of competency in IT, particularly Word, Excel and Outlook 	<ul style="list-style-type: none"> • Driving licence – with access to own vehicle
Personal attributes	<ul style="list-style-type: none"> • Ability to work well and remain calm under pressure • Ability to be flexible and adapt to changing needs • Organised and methodical • Ability to work well independently without close supervision, as part of a team with a shared goal • Ability to exercise judgement in making decisions (following established procedures) or referring to others. • Excellent level of accuracy and attention to detail • Willingness to contribute to all aspects of the day to day running of the office 	