

Criteria	Essential	Desirable
Education, experience and achievements	<ul style="list-style-type: none"> • Educated to degree level, or equivalent qualification • TEFL qualified (CELTA or CertTESOL) or significant teaching experience • Demonstrable experience in a comparable professional role 	<ul style="list-style-type: none"> • Experience of working on a summer camp or residential course • DELTA qualified or equivalent • Experience interviewing and recruiting staff
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Exemplary interpersonal skills - ability to develop and maintain positive relationships with staff, colleagues and clients • Excellent written and oral communication skills • Excellent time management and organisational skills • Problem solving skills with a positive attitude • High level of competency in IT, particularly Word, Excel and Outlook • Full driving licence and willingness to drive alone in Europe 	<ul style="list-style-type: none"> • Some knowledge of Italian would be an advantage • Knowledge and experience of using Microsoft Publisher, or other publishing software • Experience delivering training
Personal attributes	<ul style="list-style-type: none"> • Excellent level of accuracy and attention to detail • Organised and methodical • Ability to use initiative and be proactive • Highly motivated with the ability to challenge and motivate others • Ability to be flexible and adapt to changing needs • Ability to exercise judgement in making decisions or referring to others • Willingness to contribute to all aspects of the day to day running of the office 	