

PERSON SPECIFICATION

JOB TITLE: OKS Coordinator

	ESSENTIAL	DESIRABLE
PHYSICAL REQUIREMENTS		
EXPERIENCE/KNOWLEDGE/ KNOW HOW	Databases, Microsoft Office, Social Media.	Experience of using an online Alumni Database (Raiser's Edge, Raiser's Edge NXT).
EDUCATION/QUALIFICATIONS	Educated to Degree Level	
SKILLS/ABILITIES/APTITUDES	Excellent administrative and organisational skills. Highly literate and numerate with an attention to detail. An excellent telephone manner. A team player.	
PERSONAL QUALITIES/ATTRIBUTES	Good interpersonal skills. Confident, self-motivated and flexible.	
SPECIAL CIRCUMSTANCES	Discretion	