



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

Job Title: Impact and Partnerships Associate

Department: Research & Innovation

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
<i>Undergraduate degree</i>		X	<i>Application form/Interview</i>
<i>Graduate degree</i>		X	<i>Application form/Interview</i>
<i>Desk research skills</i>	X		<i>Application form</i>
<i>Current student at Royal Holloway</i>	X		<i>Application form</i>
<i>Basic understanding of the Knowledge Exchange agenda in the Higher Education sector</i>	X		<i>Application form/Interview</i>
Skills and Abilities			
<i>Project co-ordination</i>	X		<i>Application form/Interview</i>
<i>Interpersonal skills</i>	X		<i>Interview</i>
<i>Written and verbal communication skills, for a range of audiences</i>	X		<i>Application form/Interview</i>
<i>Ethos of collaborative and team working</i>	X		<i>Application form/Interview</i>
<i>Commitment to embedding Equality, Diversity and Inclusion (EDI) in the workplace</i>	X		<i>Application form/Interview</i>
Experience			
<i>Project co-ordination</i>	X		<i>Application form/Interview</i>
<i>Working with non-academic stakeholders</i>		X	<i>Application form/Interview</i>
<i>Organising meetings or events</i>		X	<i>Application form/Interview</i>