



PERSON SPECIFICATION

Position: eLearning Project Coordinator

Date: Sep 2023

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Can demonstrate successful completion of a course or programme of education to degree standard or equivalent	✓		Application
Experience			
Has experience in administration, coordinating meetings and writing minutes	✓		Application/ Interview
Has experience of using a Learning Management System (LMS), CRM and/or similar customer management system		✓	Application/ Interview
Knows how to collate and organise information	✓		Application/ Interview
Has experience of project delivery	✓		Interview
Knowledge			
Understands the administration of committees and working groups		✓	Application
Has the aptitude to quickly learn to use unfamiliar IT systems	✓		Application / Interview
Can lead on the delivery of a task	✓		Application / Interview
Skills			
Able to work as part of a team with staff, group members and external organisations	✓		Application / Interview
Able to organise time and meet deadlines	✓		Interview
Is confident in communicating both verbally and in writing to different levels of seniority	✓		Interview
Has an eye for detail and strives for accuracy	✓		Application / Interview
Proficient computer skills – experience with Word, Outlook, Excel, PowerPoint, SharePoint and videoconferencing tools such as Zoom	✓		Application
Attitude			
A self-starter who conducts themselves professionally	✓		Interview
Able to work flexibly, balanced competing priorities	✓		Interview
Is eager to learn about and understand the work of FPM	✓		Interview
Is willing to undertake routine administrative and practical duties	✓		Interview
Will respond positively and constructively to advice	✓		Interview