# PERSON SPECIFICATION

# Welcome Team

This document is also available in Welsh and can be downloaded from www.cardiffstudents.com/welcometeam

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| **Aspect** | **Skills – all essential unless otherwise noted** |
| **Qualifications and Experience** | Student or recent graduate of Cardiff University. |
| **Skills, Ability and Knowledge** | Willingness and ability to provide high standards of customer service  Ability to manage time and engage with commitments on time  Ability and desire to clearly communicate to a range of different people with different backgrounds.  Desirable (non-essential)  Strong public speaking skills  Ability to drive  Ability to speak Welsh or other additional languages |
| **Relationships** | A positive attitude and a desire to help people.  Able to work both independently and as part of a team. |
| **Personal Qualities and Attributes.** | A desire to enhance the student experience  Willingness to learn and develop personal skills  Being adaptable, approachable and reliable  Willingness and ability to adhere to and follow rules and regulations  An interest in the Students’ Union |
| **Availability** | Be able to commit to the training day on 16th September 2024. Interested candidates unable to attend should apply regardless but should be aware that not attending the training day may have an impact on the roles available.  Be able to commit 15 – 20 hours of time between 18th – 27th September 2024 |