

Person Specification

Job Title – Events Co-ordinator

	Essential Criteria	Desirable Criteria	Assessment Method
KNOWLEDGE a) Education b) Training c) Experience	Educated to A Level or equivalent Understanding and experience of marketing. Knowledge and experience of key processes in event management such as risk assessments, event management, licencing, Environmental Health concerns etc	Degree or equivalent, professional qualification Appropriate professional qualification or membership of appropriate professional association Event management qualification IOSH qualification First Aid qualification	A & I
SKILLS AND ABILITIES a) Mental skills b) Interpersonal skills c) Physical skills	Highly developed communication skills, both written and verbal, with the ability to interact in a professional manner with a wide range of people. Self motivated and able to motivate others. Highly developed events planning and organisational skills. Ability to problem solve and deal with crisis management.	Experiencing of influencing, negotiating and encouraging others to adopt a particular course of action.	A & I

	<p>Ability to lead a team and delegate when required.</p> <p>Excellent IT skills (Microsoft Word, Excel, Publisher and Powerpoint)</p> <p>Creative skills including ability to design artwork to promote events including posters, banners and social media ads</p> <p>Ability to develop policies in collaboration with other areas of work within the Town Council.</p> <p>High level of attention to detail.</p> <p>Ability to build effective relationships with Councillors, Senior Managers, Strategic Partners and the local community. Proactive and assertive.</p>	<p>Creative – challenging self, processes and to question existing way of working.</p> <p>Experience within job description subject areas</p>	
<p>DEMANDS</p> <p>a) Initiative and independence</p> <p>b) Physical Demands</p> <p>c) Mental Demands</p> <p>d) Emotional Demands</p>	<p>To work independently with limited supervision, using discretion and initiative in all areas and managing time and workload effectively.</p> <p>Adaptable to changing priorities whilst working within tight deadlines and managing conflicting demands and deadlines.</p>	<p>Experience within job description subject areas</p>	I

	Lifting and carrying of event equipment, display boards, erecting small marquees (with others) will be required at times		
RESPONSIBILITIES a) People b) Direction and coordinating employees c) Financial resources	Planning, co-ordinating and managing events. Managing contractors Ability to manage budgets with previous experience and responsibility.		I
WORKING CONDITIONS	Capacity to work outside of normal office hours, including evening and weekends		I
OTHER ATTRIBUTES	To demonstrate knowledge and understanding of equality and diversity and to apply it to your role	Knowledge of General Data Protection Regulations	I