

EVENTS OFFICER

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Professional & confident image.	E	3
Personal Skills	Excellent communication and problem solving skills.	E	1,3
Personal Skills	Must show initiative, be creative and self-motivated.	E	1,3
Personal Skills	Well organised and methodical	E	1,2,3
Personal Skills	Able to meet the physical demands of the post (outdoor in all weathers and movement of equipment.)	E	1,3
Personal Skills	Ability to work within a team.	E	1,3
Personal Skills	Ability to cope with varied workload.	E	1,3
Personal Skills	Ability to embrace change at short notice.	E	1,3
Personal Skills	Research skills	E	3
Personal Skills	A professional/personal interest in events, arts, play & leisure	E	1,3
Experience	Experience of working with artists/ creative practitioners in the community.	E	1,3
Experience	Event management outdoor & in.	E	1,3
Experience	Event & Project management and administration	E	1,3
Experience	Management of temporary staff and freelance artists.	E	1,3
Experience	Budget management.	E	1,3
Experience	Ability to deal with a range of groups and organisations (voluntary and statutory).	E	1,3
Experience	Evaluation and statistical analysis of projects	E	1,3
Experience	Marketing & promotion of projects and events	E	1,3
Experience	Development and management of database systems	D	1
Experience	Management of website content management systems	D	1
Experience	Understanding of social media marketing	E	1,3
Experience	Local government experience.	D	1,3
Experience	Income generation	E	1,3
Attainments/ Qualifications	Relevant creative or event qualification to degree level or equivalent.	D	1
Knowledge	IT literate.	E	1,3
Knowledge	Understanding of how arts and creative activity can be used within the community to promote healthy lifestyles.	E	1,3
Knowledge	Understanding of Health & Safety relating to events	E	1,3
Special Requirements	Flexibility – prepared to work long and unsociable hours at weekends and bank holidays during scheduled events.	E	1,3
Special Requirements	Ability to work face to face in the community.	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]