

## PERSON SPECIFICATION

### H171a Culture & Events Officer

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