

Events Officer Person Specification

Specification	Method of Assessment
Good standard in secondary education with a minimum of 5 GCSE grades A-C (or equivalent), including English Language.	Application, Certificate, Assessment
Proficient in the use of IT, computers, and associated software.	Application, Interview, Assessment
Ability to and experience of working under pressure (particularly around event planning and delivery) and problem solving.	Application, Interview, Assessment
Evidence of creativity	Application, Interview, Assessment
Experience of working with partners to facilitate holding of events and sharing skills	Application, Interview, Assessment
Supporting the development and dissemination of public relations materials that increase our visibility among stakeholders	Application, Interview, Assessment
Experience of message development, social media content creation and media outreach creating opportunities for communication	Application, Interview, Assessment
Experience of identifying target audiences and creating strategies to effectively engage them	Application, Interview, Assessment
Experience of delivering events	Application, Interview, Assessment
Experience of community and stakeholder engagement	Application, Interview, Assessment
Excellent interpersonal skills.	Interview
Excellent Team Player	Application, Interview, Assessment
Excellent oral and written skills.	Interview, Assessment
Experience of working in an office environment.	Application, Interview
Good understanding of local government.	Application, Interview
Willing to undertake appropriate training.	Interview

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Willing to work occasional evenings and weekends as required	Interview
Good level of literacy and numeracy	Certificate, Application & Interview
Experience dealing with the public in a professional manner	Application & Interview
Excellent understanding of H&S in the workplace and public realm	Interview
Experience and understanding of risk assessments	Interview
High standards of presentation and cleanliness	Application & Interview
Good communication skills with the public and colleagues	Interview
Flexible approach to working hours	Interview
Able to prioritise tasks and workload	Application & Interview
Desirable Competences	
First Aid qualified	Certificate, Application & Interview
Full UK Driving Licence	Certificate