

# Events Co-Ordinator Person Specification

## Education and Formal Training/Qualifications

|                                               |                  |
|-----------------------------------------------|------------------|
| 'A' level qualification/equivalent, or higher | <b>Essential</b> |
| Relevant IT and Office Admin qualifications   | <b>Desirable</b> |

## Relevant Experience and Knowledge

|                                                                                                                                                          |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Experience of day to day administrative tasks                                                                                                            | <b>Essential</b> |
| Good computer literacy, including use of Office software such as Word, Excel & PowerPoint, and ability to learn use of a CRM database and other software | <b>Essential</b> |
| A commitment, knowledge and understanding of Equal Opportunities & Diversity                                                                             | <b>Essential</b> |
| Experience of working with volunteers                                                                                                                    | <b>Desirable</b> |
| Knowledge and experience of health & safety legislation                                                                                                  | <b>Desirable</b> |
| Experience of project and event management                                                                                                               | <b>Essential</b> |
| An understanding of the need for professional confidentiality                                                                                            | <b>Essential</b> |
| Committed to the safeguarding of children                                                                                                                | <b>Essential</b> |
| An understanding of bereavement issues                                                                                                                   | <b>Desirable</b> |

## Competencies

|                                                                                            |                  |
|--------------------------------------------------------------------------------------------|------------------|
| Ability to maintain resilience and act appropriately in emotionally challenging situations | <b>Essential</b> |
| Ability to work effectively with people at all levels                                      | <b>Essential</b> |
| Ability to listen well and to respond sensitively to enquiries                             | <b>Essential</b> |
| Good communication skills, both written and verbal                                         | <b>Essential</b> |
| Ability to use own initiative and to work without direct supervision                       | <b>Essential</b> |
| Positive team player, supportive of other colleagues and cheerful disposition              | <b>Essential</b> |
| Ability to respond positively, flexibly and creatively to changes within the organisation  | <b>Essential</b> |
| Ability to collate, interpret and present information clearly and precisely                | <b>Essential</b> |

## Additional Requirements

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| Willingness to work regular hours, with occasional 'out of office' hours | <b>Essential</b> |
| Ability to drive and provide a vehicle                                   | <b>Desirable</b> |