

**PERSON SPECIFICATION**

Conference and events+ Sales administrator.

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| Relevant event, conference / hospitality Industry experience or a customer facing role | Essential | Application Form/ Supporting Statements |
| Experience of working within a deadline in a sales environment with a methodical and organized approach, paying attention to contract details, ensuring all customer needs are met | Desirable | Supporting Statements/  Application form/Interview |
| Be an effective communicator - able to demonstrate excellent communication skills, both spoken and written, and able to deal with a wide diversity of people face to face and virtually. | Essential | Application Form/ Supporting Statements/ Interview |
| Be a team player with the ability to co-operate and work as part of a team whilst remaining flexible and adaptable to changing working demands and environments which will involve weekend and evening work | Essential | Supporting Statements/ Interview |
| GSCE Grade C or above in English and Mathematics and able to demonstrate excellent IT skills when using Microsoft office software and event packages such as event bright.  Experience in organize virtual events using various platforms including teams | Essential | Application Form / Supporting Statement |
| Be able to ‘raise the bar’ by approaching tasks in a flexible and creative manner in order to deliver inspirational events in a variety of different venues | Essential | Supporting Statements/ Interview |
| Be able to demonstrate a passion for the Meetings industry and the people that work within it and a willingness to undertake training in the area | Desirable | Supporting Statements/ Interview |
| An understanding of ensuring that Health & Safety and financial regulation processes are adhered to. | Desirable | Supporting Statements / Interview |
| Ability to act on own initiative and be proactive in identifying opportunities and finding solutions | Essential | Supporting Statements/ Interview |
| Able to offer a consistent and high standard of customer care /service. | Essential | Supporting Statements/ Interview |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement as part of their application to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.