**PERSON SPECIFICATION**

**Events Manager**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Be an effective communicator - able to demonstrate excellent communication skills, both spoken and written, to deal with a wide diversity of people. | Essential | Application Form/Supporting Statements/Interview |
| Able to offer a consistent and high standard of customer service including experience of dealing with a range of customer queries/concerns in a professional manner. | Essential | Interview |
| Able to demonstrate experience of working under pressure with the ability to prioritise competing deadlines, whilst remaining adaptable to changing working demands and environments | Essential | Interview |
| Be a Team Player with the ability to co-operate as part of a wide team and to have a flexible approach to work. | Essential | Interview |
| To be able to demonstrate relevant conference and event planning experience when applying for this post | Essential | Application Form  /Interview/Supporting Statements |
| Be able to demonstrate leadership and the ability to motivate a team by celebrating successes and positive initiatives | Essential | Supporting Statements/Interview |
| Ability to act on own initiative and able to be proactive in identifying opportunities and finding solutions | Essential | Supporting Statements/Interview |
| The ability to present information in an accurate and appropriate format, focussing on attention to detail | Essential | Application Form/ Interview |
| Knowledge of organising Hybrid & digital events in order to meet ever changing customer needs using various platforms including Microsoft Teams | Desirable | Interview |
| Experience of using booking systems, databases and Excel spreadsheet packages. | Essential | Application Form/Supporting Statements/Interview |
| Experience of ensuring that Health & Safety and Financial Regulation processes and audits are in place | Desirable | Interview |
| GCSE in English and Mathematics and able to demonstrate excellent IT skills. | Essential | Application Form |

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* **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 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.