

PERSON SPECIFICATION

Events Officer

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| Criteria | Essential/Desirable | Tested by \* Application Form,Supporting Statement, Interview |
| Educated to degree level, or evidenced, work-place experience that shows depth of knowledge in event management including event planning | Essential | Application form |
| Demonstrable ability to take responsibility for a range of events and organize all aspects of both large, complex events, and smaller gatherings | Essential | Application form, Supporting statement, interview |
| Demonstrable and relevant administrative experience (e.g. dealing with suppliers/ purchasing, monitoring expenditure, accurate & timely implementation of project tasks) | Essential | Supporting statement, interview |
| Evidence of Microsoft Office skills to advanced level, in particular the use of Word, Excel and Outlook; ability to use Teams and related systems | Essential | Application form |
| Ability and willingness to learn new systems | Essential | Supporting statement, interview |
| Significant experience of delivering excellent customer service, including excellent communication skills (written and oral) when dealing with a range of audiences | Essential | Application form, supporting statement, interview |
| Ability to work liaise with internal departments and external stakeholders relating to events  | Essential | Supporting statement, interview |
| Ability to use initiative and be innovative to resolve problems | Essential | Interview |
| Good sense of when to escalate issues with suggested solutions | Essential | Interview |
| Ability to work both independently and in a team andmanage a busy workload with competing demands | Essential | Interview |
| Flexible approach to working outside of standard business hours to support events  | Desirable | Supporting statement, interview |
| Experience of supervising staff, interns or student staff, and the ability to enthuse, motivate and coach others to achieve objectives. | Desirable | Supporting statement, 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 e.g. 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 competency-based interview questions, tests, presentation etc.