



PERSON SPECIFICATION

Events & Culture Manager (Maternity Cover)

CATEGORY	ESSENTIAL	DESIRABLE	HOW IS ASSESSED
Qualification	<p>Good standard in secondary education with a minimum of 5 GCSE grades A-C (or equivalent), including English Language</p> <p>IOSH Qualification or equivalent</p> <p>Level 5 Events/Crowd Management Qualification or equivalent</p> <p>Evidence of continual personal development</p>	Degree in a relevant subject	Application, Certificate
Related Experience	<p>At least 5 years experience of working in an events management role in both indoor and outdoor settings</p> <p>Experience of developing and delivering large scale events with audiences of up to 10,000</p> <p>Event management knowledge and experience including management of event provisions such as medical, security, crowd safety and traffic management etc.</p> <p>Experience of curating events and activity programmes (creative elements e.g. acts and artists)</p> <p>Experience of developing and delivery of cultural programmes e.g. public art trails and installations</p> <p>Experience of leading on events operations and overseeing operational event teams</p> <p>Line management experience</p> <p>Experience of working on your own initiative and as part of a team</p> <p>Experience of developing business cases and evidence-based reports to support decision making and strategic development</p>	<p>Experience of engaging with residents and community groups</p> <p>Experience of working within the public sector</p> <p>Experience of delivering events in a public realm setting</p>	Certificate, Application & Interview

	<p>Managing budgets and resources</p> <p>Success in securing external funding</p>		
Skills and abilities	<p>Ability to be creative and imaginative</p> <p>Strong understanding of events compliance, health & safety and industry best practice guidance</p> <p>Good communication, interpersonal and writing skills</p> <p>Good organisational and time management skills with the ability to multi- task</p> <p>Good presentation skills and the ability to speak confidently to a range of audiences</p> <p>Excellent team working skills</p> <p>Proficient in the use of IT, computers, and associated software</p> <p>Good level of literacy and numeracy</p> <p>Ability to manage complex and competing demands to deadline and budget</p> <p>Exceptional personal administration and organisational skills</p>	<p>Experience of working in an office Environment</p> <p>Good understanding of local government</p> <p>Experience dealing with the public in a professional manner</p>	<p>Certificate, Application & Interview</p>
Other requirement	<p>Willing to work evenings and weekends as required</p> <p>Willing to undertake appropriate training</p> <p>Flexible approach to working hours</p>	<p>First Aid qualified</p> <p>Full UK Driving Licence</p>	<p>Certificate, Application & Interview</p>