

## Personal Specification – Events Coordinator

	Essential	Desirable
Skills	Communication including oral and written	<ul> <li>Possess an innovative</li> </ul>
	<ul> <li>Planning and organisation</li> </ul>	and energetic
	<ul> <li>Event management to budget</li> </ul>	approach to events
	Team work	<ul> <li>Manage budgets</li> </ul>
	Ability to work on own initiative	
	<ul> <li>Interpersonal</li> </ul>	
	Creativity and imagination	
	ICT / Administration	
	<ul> <li>Ability to work under pressure and to tight</li> </ul>	
	deadlines	
	Multi tasking	
	Negotiation	
	To be fully computer literate with the	
	company reservation system (CRM and all	
	Microsoft Office programs, e.g., Word,	
	Excel, Access, Outlook)	
	<ul> <li>Accurate word processing and use of all</li> </ul>	
	functions with Microsoft Office suite, and	
	bespoke database as required	
	<ul> <li>Demonstrable staff management</li> </ul>	
	experience, capable of motivating, leading	
	and inspiring a team of passionate	
	employees through periods of change and	
	development	
	Customer service driven with an eye for	
	quality	
Experience	At least three years recent event running	Working with all
	and management experience	sectors of the
	Working to budget	community
	Reporting mechanisms	Dealing with people at
	Evidence of effective use of interpersonal	all levels
	skill in face-to-face, written and telephone	
	communications	
	Administration	
	Experienced operationally within the	
	conference and events sector, ideally within a multi-site environment.	
	Track record in successful event	
Qualities	management  Commitment	
Quanties	Sense of humour	
	Flexibility	
	Honesty	
	Motivation	
	Enthusiasm	
	Patience	
	Diplomacy	
	Determination	
	Commitment to equal opportunities     Flexible and adaptable to working hours	
	Flexible and adaptable to working hours	

	<ul> <li>and situations</li> <li>Highly motivated to drive operation forward and increase revenue</li> </ul>	
Knowledge	<ul> <li>Education and sports sector</li> <li>Self Awareness</li> <li>Evidence of the ability to effectively work on own initiative and manage a varied workload</li> </ul>	Legalities event management
Understanding	<ul> <li>Customer Service</li> <li>Of the need to work anti social and flexible hours</li> <li>The delicate balance between persistence and pressure</li> <li>Event management systems and set ups</li> <li>Commercial awareness</li> <li>Capable of creating and implementing a vision via an event</li> </ul>	
Qualifications	<ul> <li>Driving licence</li> <li>Recognised Event Managment (or similar) qualification</li> <li>Equivalence to GCSE in Maths and English</li> </ul>	<ul><li>ICT Qualification</li><li>Fundraising</li></ul>