

**Events Team Leader
Person Specification**

Date issued: Feb 2023

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<p>Experience; Experience of providing excellent customer service</p> <p>Experience of stock management and implementing an events programme</p> <p>Experience of managing events</p> <p>Experience of supervising staff within a food and beverage setting</p> <p>Education/Qualifications; Level 2 Literacy and Numeracy – or equivalent</p>	<p>Experience; Experience of working in local Government.</p> <p>Experience of planning and managing large scale events in a similar type venue</p> <p>Education/Qualifications; PRINCE2 Foundation</p>	<p>Application/Interview</p>

	<p>Willing to take appropriate training to act as Premises Licence holder within 6 months of beginning post</p> <p>Level 2 Food Hygiene or willing to take appropriate training within 4 weeks of beginning post.</p> <p>First Aid Training or willing to train towards</p> <p>Fire Marshall Training or willing to train towards</p> <p>Other Job Related Skills & Knowledge;</p> <p>Ability to work independently to develop and deliver programmes of large scale events and activities and work within service budgets</p> <p>Good IT skills and experience of using Microsoft Office Packages.</p> <p>Knowledge of health and safety legislations and requirements in terms of facilities management.</p> <p>Experience of working as part of team</p>	<p>Business/Management Foundation Degree / HND or equivalent qualification</p> <p>Other Job Related Skills & Knowledge;</p>	<p>Education/Qualifications; <i>For some posts e.g. those which require possession of a specified qualification, the successful applicant should be asked to produce documentary evidence prior to appointment</i></p> <p>Other Job Related Skills & Knowledge; <i>Options for testing will be by:</i></p> <p><i>Application form</i></p> <p><i>At interview</i></p> <p><i>Formal test as part of the interview/appointment process e.g. word processing, psychometrics or driving test, as appropriate.</i></p>
--	--	--	--

Planning & Organising Skills:	<p>Excellent organisational skills and the ability to solve problems using own initiative.</p>		
Communication Skills:	<p>Excellent communications skills and ability to develop professional relationships with stakeholders.</p> <p>Ability to effectively communicate with a wide range of audiences both verbally and in written communication</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role</p>		
Problem Solving Skills & Accountability:	<p>Experience of working independently in high pressured situations.</p> <p>Ability to make decisions in a high-pressured situation</p>		
Other Requirements:	<p>Flexible approach to meet the needs of the service, which will require additional working hours evenings/weekends</p> <p>Ability to respond to emergency call out</p> <p>Ability to set up rooms safely and efficiently, requiring manual handling of tables, chairs,</p>		

	electrical equipment, and other items.		
--	--	--	--

Signed..... Manager Date.....

Signed..... Employee Date.....

Name..... Employee

General Notes:

Essential job requirements should be the minimum standard that is acceptable and without which, the applicant could not do the duties of the post. Posts will be graded under the Korn Ferry Job Evaluation Scheme on the essential requirements only. Applicants who do not meet the essential criteria should not be shortlisted for interview.

Desirable job requirements should be those which the post holder may reasonably aspire to gain and must be appropriate to the duties and responsibilities of the post. Reference to the desirable criteria will be of particular use when the number of applicants meeting the essential job requirements exceeds the number of applicants to be interviewed.

Where the post requires a DBS disclosure e.g. posts involving work with vulnerable people such as children, the elderly, those with disabilities, learning difficulties or regulatory occupations such as an accountant, a legal executive or a solicitor; a satisfactory disclosure check will be an essential requirement of the job however a criminal record will not necessarily be a bar to obtaining a position.