



PERSON SPECIFICATION – EVENT OFFICER

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS | <ul style="list-style-type: none"> ● HND (or higher) qualification in event management or subsequent equivalent practical experience. ● Hold or be willing to achieve relevant qualifications e.g. Standard First Aid certificate, Moving and Handling. ● Full, current driver's licence | <ul style="list-style-type: none"> ● A current first aid qualification. ● Neboosh or similar Health and Safety qualification |
| SPECIALIST SKILLS AND EXPERIENCE | <ul style="list-style-type: none"> ● Excellent interpersonal skills. ● Excellent communication and IT Skills. ● High level of administration and logistics planning skills ● Experience of event planning and delivery. ● Ability to engage and communicate with people from all age groups and backgrounds. ● Excellent written and oral communication skills including the ability to give confident and persuasive presentations. ● Experience of motivating individuals. ● The ability to work unsupervised and meet all deadlines to deliver an events service. | <ul style="list-style-type: none"> ● Confident and effective in building relationships with different stakeholders, and maintaining a strong network of contacts. ● Excellent planning and organisational skills with the ability to effectively time manage projects. ● Experience of monitoring project schedules and preparing progress reports ● Demonstrable ability to learn quickly and put this into action. ● Experience of working and communicating effectively with volunteers and multi-disciplinary teams and within a project environment. ● Knowledge and experience of health and safety in relation to event cover. |

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| | <ul style="list-style-type: none"> ● Good technical skills and use of Microsoft packages. ● A positive and energetic attitude. ● Fluency in spoken and written English. | <ul style="list-style-type: none"> ● Experience of completing risk assessments |
| <p>PERSONAL QUALITIES</p> | <ul style="list-style-type: none"> ● Practical problem solving approach and good interpersonal skills. ● Good project management and organisation skills. ● Self- motivated, able to work under own initiative to deadlines while dealing with a broad range of issues. ● Must have a positive attitude to make changes where necessary to improve efficiency and performance. ● Able to work unsociable hours and travel across Scotland, as required. ● Ability to drive, with access to a vehicle. | |