



Person Specification

Event Duty Officer

| PERSON SPECIFICATION | | |
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| | Essential | Desirable |
| Qualifications and Experience | <p>Attendance at Town Council events to include some weekend work and unsociable hours</p> <p>The skills necessary to communicate with others, solve problems, demonstrate patience and understanding, and resolve any event attendees' complaints</p> <p>A strong team player, able to work collaboratively as part of a small team</p> <p>A valid UK driving licence and access to own car/van</p> | <p>Knowledge of Bognor Regis and its surrounding areas</p> <p>An understanding of the operational side of events</p> <p>Good standard of education</p> <p>Basic IT skills</p> |
| Skills and Aptitudes | <p>Must be able to work outside in all weather conditions, being on your feet throughout the day</p> <p>Awareness of Health & Safety, both personal and third party</p> <p>The drive to get stuck into the practical build</p> <p>Enthusiasm to create a welcoming atmosphere at events, engaging with attendees and being a positive representation of the Town Council</p> | <p>Able to work effectively and efficiently under own initiative</p> |