



Person Specification

Event Admin and Support Officer

PERSON SPECIFICATION

| Attributes | Essential | Desirable |
|--------------------------------------|--|------------------|
| Qualifications and Experience | <p>Good standard of education, preferably to A level or equivalent, to include minimum grade C GCSE in English and Maths</p> <p>The skills necessary to communicate with others, solve problems, demonstrate patience and understanding, and resolve any event attendees complaints</p> <p>IT literate with full knowledge of MS Office Suite and all social media platforms</p> <p>A strong team player, able to work collaboratively as part of a small team</p> <p>Ability to use your own initiative, multi-task and think laterally</p> <p>A valid UK driving licence and access to own vehicle</p> | |

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|---|--|--------------------------------------|
| <p>Job Specific Skills and Knowledge</p> | <p>An understanding of the operational side of events</p> <p>An understanding of H&S in the workplace</p> | <p>Familiarity with Bognor Regis</p> |
| <p>Job Specific Aptitudes and Abilities</p> | <p>A passion to deliver a great experience for event attendees</p> <p>The drive to get stuck into the practical build</p> <p>Enhanced personal and interpersonal skills with the ability to work with the general public, including telephone manner, ensuring excellent customer service</p> <p>Ability to prioritise own workload and maintain varying deadlines</p> | |
| <p>Non-Job Specific Skills, Knowledge, Aptitudes and Abilities</p> | <p>Enthusiasm, a positive and proactive approach to work</p> <p>Ability to think outside the box and remain calm under pressure</p> <p>Attention to detail and good organisational skills</p> | |
| <p>Other Requirements</p> | <p>Attendance at Town Council events to include some weekend work and unsociable hours</p> | |