

Person Specification

Core Competencies	Description	Essential / Desirable to the Role
Employment Experience	Proven track record and experience in a related role.	Essential.
Knowledge and Understanding	<p>Project management.</p> <p>Qualification in Events Management, Marketing and PR or related field.</p> <p>Working knowledge of relevant legislation and restrictions including all aspects of the General Data Protection Regulation (GDPR).</p>	<p>Essential.</p> <p>Desirable.</p> <p>Essential.</p>
Job Specific Skills	<p>Competent to use Microsoft Office packages (e.g. Outlook, Word, Excel).</p> <p>A high standard of literacy and numeracy.</p> <p>Full UK driving licence.</p>	All Essential.
Personal Qualities	<p>Strong organisation and negotiation skills, with attention to detail and ability to multitask.</p> <p>Strong communication, interpersonal and team-working skills with confidence to liaise with people at all organisational levels.</p> <p>Problem solving and customer service.</p> <p>Cultural awareness and respect for diversity.</p>	All Essential.