



Banbury Town Council

## PERSON SPECIFICATION

**Post Title**

**EVENTS MANAGER**

**Post No.**

**BTC 21**

	Essential		Desirable	
<b>Qualifications</b>	1	HND or equivalent in a related subject	1	Events management, H&S or New Roads & Street Works Act qualification
	2	Willingness to undertake further study for a recognised events management or H&S qualification	2	Relevant University Degree
			3	Personal Licence Holder
<b>Experience</b>	3	Events management/organisation	4	Working in a small team
	4	Conference/Wedding planning	5	Public relations/marketing
	5	Markets management	6	Obtaining Grants/Sponsorship
	6	Management of staff and volunteers	7	Working with and managing external suppliers
	7	Venue management	8	Dealing with complaints
	8	Dealing with the public	9	Income generation
	9	Customer service	10	Data base/GIS Mapping experience
	10	Health & Safety		
	11	Risk Assessment compilation and Inspection		
	12	Budget management		
	13	Managing contractors		
<b>Knowledge</b>	14	Project management		
	15	Computerised venue booking systems	11	Civic Ceremonial/ Protocols & procedures
	16	Sound understanding of contracting and procurement procedures	12	First Aid
		13	Licensing requirements	

<b>Skills</b>	17	Good interpersonal and communication skills, both oral and written	14	Ability to build and maintain relationships with third parties
	18	People manager/motivator	15	Self-starter/motivator
	19	Able to relate effectively to customers, staff, elected members, civic dignitaries and the general public	16	Ability to work under own initiative and as a member of a team
	20	IT Literate (proficient in social media marketing, MS Office and desktop publishing)	17	Negotiation skills
			18	Tactful/diplomatic
<b>Disposition</b>	21	Tactful	19	Adaptable
	22	Honest	20	Keeps calm under pressure
	23	Self-motivated	21	Enthusiastic
	24	Persuasive	22	Tenacious
	25	Sense of Humour	23	Confident
	26	Well organised	24	Patient/supportive
	27	Team Player		
	28	Manage varied workload		
	29	Welcoming		
	30	Personable, sociable, people orientated & outgoing		
	31	Positive/can do attitude		
<b>Other requirements / circumstances / aptitudes</b>	32	Work quickly and effectively under pressure	25	Willing to take on responsibility
	33	Meet Deadlines consistently/finisher	26	Commitment shown to pursuing and developing a career in events and hospitality
	34	Flexible approach to task	27	Locally based and able to respond to call out
	35	Fully understands their role in the context of safeguarding children, young people and vulnerable adults	28	Valid driving licence and access to car/transport
	36	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults		
	37	No work related commitments which conflict with the duties of the post		
	38	Able to work evenings/ weekends (including Bank Holidays) for meetings and functions/events		
	39	Smart/Professional Appearance		