Sheffield City Trust

Person Specification

Job Title: Event Co-ordinator

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience			
	Previous experience in an event environment	Desirable	Application form
	Demonstrable ability to work as part of a team.	Essential	Selection process
	Demonstrable ability to work in isolation and use of initiative.	Essential	Selection process
	Demonstrable conflict management experience.	Essential	Selection process
Knowledge			
	Knowledge of H&S legislation	Essential	Selection process
	Knowledge of Risk Management	Essential	Selection process
	Knowledge of Counter Terrorism and impacts on our industry	Essential	Selection process
	Educated to higher education level	Desirable	Application form
	Health and safety qualification	Desirable	Application form
Skills			
	Ability and willingness to work unsociable hours.	Essential	Selection process
	Outstanding time management skills	Essential	Application form
	Problem solving approach.	Essential	Selection process
	Excellent communicating and influencing skills.	Essential	Application form

	Excellent numeracy skills	Essential	Application form
Skills Continued.	Excellent administration bias	Essential	Application form
	Good understanding of office 365 applications	Desirable	Application form
	Ability to use or event management software	Desirable	Application form
	Ability to plan and prioritise.	Essential	Selection process
	Attention to detail.	Essential	Selection process
	Ability to work under pressure.	Essential	Selection process
	Ability to use Auto CAD	Desirable	Application form
	Drive to continually improve	Essential	Selection process
	Pride and passion for personal achievement	Essential	Selection process.