



PERSON SPECIFICATION

Events & Culture Manager (Maternity Cover)

CATEGORY	ESSENTIAL	DESIRABLE	HOW IS ASSESSED
Qualification	Good standard in secondary education with a minimum of 5 GCSE grades A-C (or equivalent), including English Language IOSH Qualification or equivalent qualification or experience Level 5 Events/Crowd Management Qualification or equivalent qualification or experience Evidence of continual personal development	Degree in a relevant subject	Application, Certificate
Related Experience	At least 5 years experience of working in an events management role in both indoor and outdoor settings Experience of developing and delivering large scale events with audiences of up to 10,000 Event management knowledge and experience including management of event provisions such as medical, security, crowd safety and traffic management etc. Experience of curating events and activity programmes (creative elements e.g. acts and artists) Experience of developing and delivery of cultural programmes e.g. public art trails and installations Experience of leading on events operations and overseeing operational event teams Line management experience Experience of working on your own initiative and as part of a team Experience of developing business cases and	Experience of engaging with residents and community groups Experience of working within the public sector Experience of delivering events in a public realm setting	Certificate, Application & Interview

	evidence-based reports to support decision making and strategic development Managing budgets and resources Success in securing external funding		
Skills and abilities	Ability to be creative and imaginative Strong understanding of events compliance, health & safety and industry best practice guidance Good communication, interpersonal and writing skills Good organisational and time management skills with the ability to multi- task Good presentation skills and the ability to speak confidently to a range of audiences Excellent team working skills Proficient in the use of IT, computers, and associated software Good level of literacy and numeracy Ability to manage complex and competing demands to deadline and budget Exceptional personal administration and organisational skills	Experience of working in an office Environment Good understanding of local government Experience dealing with the public in a professional manner	Certificate, Application & Interview
Other requirement	Willing to work evenings and weekends as required Willing to undertake appropriate training Flexible approach to working hours	First Aid qualified Full UK Driving Licence	Certificate, Application & Interview