

# Person Specification

Events Coordinator



Person Skills and Attributes	Essential ( ✓ )	Desirable ( ✓ )
Strong communication and interpersonal abilities and an ability to negotiate	✓	
Excellent organisational skills and ability to prioritise tasks	✓	
Able to work independently, line manage and be part of a team	✓	
Ability to grasp issues quickly and make appropriate recommendations	✓	
Solutions focused and able to solve problems	✓	
Ability to work within set guidelines, comprehend and apply rules	✓	
Flexible, pro-active and confident approach	✓	
Enthusiastic and willingness to learn	✓	
Clear attention to detail	✓	
An ability to remain calm under pressure	✓	
Knowledge and Experience		
Work experience as an Events Coordinator or similar role		✓
Proven track record of organising successful events / workshops	✓	
Proven track record in successfully marketing and promoting events / workshops	✓	
Strong IT skills, particularly M365, Outlook, Excel and Word	✓	
Education / Training		
Maths GCSE grade C or above or equivalent experience	✓	
Other relevant factors		
Commitment to develop and implement equal opportunities policy and anti-discriminatory practices in employment and service delivery	✓	

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Events Coordinator



digital, smart, ethical

Ability to work within Corporate Policy, Procedures and Health & Safety legislation	✓	
Commitment to the Company's safeguarding protocols	✓	
Eligible to Work in UK status	✓	