

Person Specification

Events Officer – October 2023

Requirements	Essential	Desirable
Qualifications		Good level of School education including Maths and English
Knowledge	Comprehensive knowledge of Microsoft Office packages (preferably 2010 onwards)	
Experience	Recent hands-on events experience.	Some marketing experience within the education sector. Organising and participating in both internal and external corporate events. Email marketing software/applications. Some experience of social media marketing.
Skills and Aptitudes required	Excellent oral and written communication skills. Ability to communicate effectively with a diverse range of people of all ages and at all levels; good influencing and interpersonal skills. Meticulous attention to detail and accuracy, with an appreciation of their importance in the work produced. Ability to work on a number of software applications.	Touch typing ability.
Personal Qualities required	Flexible approach to duties undertaken and working hours as occasional evenings and weekend working is required for events. The ability to work as part of a team as well as on their own. The ability to work under pressure and prioritise effectively. Appreciation of the necessity to maintain complete confidentiality at all times. Well organised with good time management and planning skills. Initiative.	An interest in education and schools.

