



Ringwood Town Council

Person specification – Events Co-ordinator

CRITERIA	ESSENTIAL	PREFERRED
Educational Qualifications	Appropriate level of education, training and experience, which demonstrates literacy and numeracy skills equal to the demands of reporting and accounting directly to a public body.	
Knowledge, Qualifications and Experience	<p>Involvement in the organisation and management of public events</p> <p>Evidence in career history of facilitating effective collaboration between individuals and organisations with varying cultures and priorities</p> <p>Evidence in career history of overcoming obstacles to success.</p>	<p>Prior experience of</p> <ul style="list-style-type: none"> (i) Local government; (ii) Researching and applying for grants; (iii) Health & Safety management; (iv) Catering management; (v) Budget management and financial reporting <p>Knowledge of and links to Ringwood and its surrounding area</p>
IT skills	<p>Basic ability to use word-processing and spreadsheet software to analyse and present data and produce routine management documents and reports.</p> <p>Confident use of website editing, social media and digital media generally.</p> <p>Ability to learn use of specialist applications (with training).</p>	
Practical demands of the role	Willingness to work flexibly including evenings, weekends and school holidays and attend meetings in informal venues including public houses.	

	<p>Ability to present reports at meetings of council members (and other public and private contexts in which challenge is to be expected) in a calm and professional manner.</p> <p>Positive attitude to equal opportunities and willingness to challenge discrimination and unacceptable attitudes and behaviours.</p>	
Personal Qualities	<p>Ability to work effectively with and promote collaborative working between people from diverse backgrounds and with varying priorities in a professional and business-like manner.</p> <p>Flexible, pro-active and where necessary a “hands on” approach to tasks, but not in a manner that undermines the professional knowledge and experience or personal esteem of other staff or volunteers.</p> <p>Robust and resilient enough to work within a challenging and changing environment.</p> <p>Supportive – demonstrating loyalty and commitment to the organisation, Councillors, staff and volunteers.</p>	<p>Personal interest in facilitating and delivering successful public events in Ringwood.</p>
Personal Style and Behaviour	<p>Team Working – prepared to lead where necessary, but also to listen and respond positively to the views of Councillors, co-workers, volunteers and others.</p> <p>Mature and diplomatic attitude and calm under pressure.</p> <p>Community focused with an ability to develop and maintain good relationships with external organisations, business contacts and the public.</p>	