

PERSON SPECIFICATION: Events Coordinator 14 hrs/week, fixed term

Essential

1. Excellent organisational and administration skills
2. Experience in the organisation and successful delivery of events
3. Ability to be flexible and think creatively when faced with problems or challenging situations
4. Ability to work unsupervised, leading and directing projects and managing your own work load
5. High level of accuracy and attention to detail
6. Excellent communication skills (written, verbal & interpersonal)
7. Ability to prioritise and manage competing demands
8. Competent in Microsoft Excel, Word & Outlook; familiarity with Access and PowerPoint

Desirable

9. Understanding of volunteering, and its benefits to the individual and the wider community