

Person Specification

JOB TITLE: **Challenge Events Officer**

DEPARTMENT: **Public Liaison**

	Essential	Desirable
Qualification/Education/ Training	<p>Minimum of 5 GCSE's grade C and above including English and Maths</p> <p>Current clean driving licence</p>	Level 3 Certificate in Event Management or equivalent
Personal Characteristics/ Communication	<p>Ability to record information consistently and accurately, whilst pulling key information to enable sound analysis and suggest areas of improvement.</p> <p>Excellent interpersonal skills and the ability to communicate with a broad range of people.</p> <p>A team player who can also work independently and be self-sufficient.</p> <p>Ambitious and determined, both personally for your own professional development and for the organisation.</p> <p>Flexibility to work unsocial hours, including weekends and evenings, and to travel as required</p> <p>Able to work under pressure and think calmly under pressure.</p>	
Skills/Knowledge	<p>Presentation skills and confidence to deliver talks and presentations to the public</p> <p>Computer literate and experience of using Microsoft Office particularly Word, PowerPoint and Excel</p> <p>Knowledge of legal framework applicable to event management</p> <p>Strong organisation skills and proven ability to meet deadlines whilst maintaining an attention to detail.</p>	<p>Understanding of customer/donor retention</p> <p>Knowledge of legal framework applicable to charity fundraising</p> <p>Experience of using CRM database</p> <p>Knowledge of the current challenge events market including key trends</p>
Experience	<p>Public speaking</p> <p>Demonstrable experience of delivering or being involved in an event.</p>	<p>Demonstrable experience of delivering or being involved in a challenge event.</p> <p>Experience of building relationships with challenge event fundraisers</p>