

Person Specification

Job title: Senior Events Assistant.

Department: Marketing, Comms and Events

	Essential	Desirable
Qualification/Education/ Training	Educated to A-level standard.  Clean driving license.	Degree in events management or related subject.  Experience in event management.
Personal Characteristics/ Communication	Excellent communication and interpersonal skills.  Self-motivated, with the ability to work as part of a team.  Highly organised with a keen eye for detail and creative flair.  Positive, helpful, and approachable attitude to all key stakeholders.  Passion for events.	
Skills/Knowledge	Ability to work to deadlines in a fast-paced environment.  Can manage a varied workload and have the ability to prioritise.  Competent in Microsoft suite including PowerPoint, Excel and Outlook.  Delivering excellent customer service.	Delivering excellent customer service.
Experience	Experience of working with a range of customers.	Event management experience in a fundraising capacity  Experience of working in a small charity or voluntary organisation.