

**BISHOP AUCKLAND TOWN COUNCIL  
EVENTS AND PROJECTS OFFICER  
PERSON SPECIFICATION**

**LC2 (18 - 23)  
£24,313 to £26,999**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Five GCSEs grades A-C or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Educated to degree or HND level.</p> <p>Qualification in event management and/or project management.</p>
<b>2. Work Experience</b>	<p>Experience of organising a range of events and project management.</p> <p>Experience of preparing and monitoring risk assessments.</p> <p>Experience of working with the community groups, schools, external organisations and public agencies.</p> <p>Track record of budgeting and delivering events/projects within budget.</p>	<p>Experience of working in a local authority environment.</p> <p>Experience of fundraising.</p> <p>Experience of producing reports, letters, project proposals and other documents.</p> <p>Experience of preparing promotional and marketing material, dealing with the press and use of social media.</p>
<b>3. Knowledge and Expertise</b>	<p>Knowledge of Health &amp; Safety and legal other obligations relating to delivery of events.</p> <p>Proficient use of Microsoft applications, outlook, word and excel.</p>	
<b>4. Skills</b>	<p>Strong administrative and organisational skills including: ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records.</p> <p>Good inter-personal skills with an ability to communicate effectively with a wide range of people in writing and orally.</p> <p>Ability to work on own initiative and be part of a team.</p> <p>Able to maintain good relationships with Councillors, staff, members of the public and external agencies.</p> <p>Ability to work under pressure.</p> <p>Innovative and problem solving.</p>	
<b>5. Other</b>	<p>Able to work some evenings and weekends and demonstrate flexibility as required.</p> <p>Driving licence, car ownership.</p>	