**Events Coordinator**

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| Criteria | Essential/Desirable | Method of Assessment |
| Qualification |  |  |
| A Degree, or equivalent qualification, or work experience in a relevant area. | E | Application Form and Certificates |
| Knowledge and Experience |  |  |
| Experience in developing, planning and delivering large scale events. | E | Application Form/ Assessment centre |
| Experience of working collaboratively with students, staff and external stakeholders. | E | Application Form / Assessment Centre |
| Experience of project planning including the scheduling of resources to successfully meet competing demands. | E | Application Form / Assessment Centre |
| Skills and Abilities |  |  |
| Ability to work on own initiative and with a minimum of supervision. | E | Application Form / Assessment centre |
| Ability to work as part of a team. | E | Assessment Centre |
| Strong IT skills including Microsoft Office packages and able to demonstrate ability to plan and deliver online | E | Application Form / Assessment Centre |
| Strong oral and written communication skills and excellent interpersonal skills. | E | Application Form / Assessment Centre |
| Excellent organisation skills with attention to detail and ability to create exception experiences for service users | E | Application Form / Assessment Centre |
| Other |  |  |
| Willing to work flexibly as weekend and evening work will be required. | E | Assessment Centre |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. | E | Assessment Centre |
| Be committed to the College’s Equality and Diversity agenda | E | Assessment Centre |