



Peacehaven Town Council

Civic & Events Officer – Personal Specification

Key Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of qualification in a relevant subject, or equivalent work experience. 	<ul style="list-style-type: none"> A recognised professional qualification in events management.
Experience	<ul style="list-style-type: none"> Events management experience A knowledge of and an interest in the methods organisations use to promote themselves through social media Proven experience of working with a range of public and private sector partner organisations and of building and maintaining relationships. Customer service experience. 	<ul style="list-style-type: none"> Experience in tendering and managing contracts with 3rd party suppliers to manage events on-time and within budget. Flexibility on using different software platforms and managing website updates. Experience working in a Civic function
Skills & Abilities	<ul style="list-style-type: none"> Excellent written and verbal communication skills with a particular focus on attention to detail and accuracy. Confident engaging with people from all walks of life. Proof-reading and editing skills Highly organised with the ability to manage multiple events in a timely manner. Strong team player able to demonstrate initiative. Strong IT skills, particularly in the use of Microsoft Office 	
Other Attributes	<ul style="list-style-type: none"> Flexibility to work standard business hours when required. Attendance at Committee meetings. Willingness to undertake training in the Civic function 	