

PERSON SPECIFICATION

JOB TITLE	Events Coordinator
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DEPARTMENT	Education Department
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E= essential D= desirable for applicants to meet required standard

Selection Criteria – measured by application / CV, Interview, Test

CRITERIA	STANDARD	E/D	MEASURED BY A/ I /T	
Work Experience				
Events organising experience	2 years	E	A	
Administrative assistance	2 years	E	A	
Working and interacting with clients	1 year	D	A	
Qualifications				
Degree or at least three years after school work experience		E	A	
Knowledge				
Knowledge of Microsoft Office		E	A	
Competencies				
Excellent organisational skills		E	Interview	
Excellent interpersonal skills		E	Interview	
Good IT skills		E	A	
Excellent verbal and written skills		E	Interview/T	
Attention to detail		E	Interview/T	

Ability to work under pressure		E	Interview/T	
Ability to use initiative when required		E	Interview/T	
Attitudes				
Good team player but self-motivated and able to work independently when necessary		D	Interview	