



Person specification			
Post title	Culture Development and Events Assistant	Grade	Grade E
Service Area	Communities and Neighbourhoods	Section/team	Culture Development and Events Service

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *** *DELETE IF NOT RELEVANT***

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Wide experience of coordinating a rich programme of heritage and culture exhibitions, activity programmes and events to meet specific outcomes.	E	A/I
S2	Experience of effectively liaising with partners, sessional staff and volunteers over the planning and delivery of events and activities	E	I
S3	Experience of supervising sessional and freelance staff and volunteers	E	A/I
S4	Experience of procuring external resources and services in relation to Cultural events and activities	E	I
S5	Experience of evaluating programmes of work to positively influence future delivery	E	I
S6	Ability to inspire, motivate and engage others in Culture and events activity programmes	E	I
S7	Experience of managing small budgets	E	A/I
S8	Experience of encouraging and facilitating the development of new ideas across the field of Culture and Events	E	I
S9	Ability to develop and implement service plans and prepare and present clear well-structured reports and presentations	E	I
S10	Understanding and application of Equal Opportunities and Safeguarding of	E	A/I

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	adults and children and young people		
S11	Information technology skills using Microsoft Office 365 based software and a working knowledge across social media platforms	E	A/I
Qualifications			
Q1	Experience of working with communities in a related field (e.g. arts / heritage / events)	E	A/C
Q2	NVQ in a related field	E	A/C
Health and Safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	E	A/I
H2	Ability to use equipment as instructed and trained	E	I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	E	I
Personal attributes and circumstances			
P1	Good verbal and written communication and interpersonal skills	E	A/I
P2	Good personal organisational skills, including the ability to work to deadlines	E	I
P3	Maintain a good standard of personal efficiency and appearance	E	I
P4	A team player, able to work within existing guidelines whilst using own initiative and as part of a team	E	I
P5	To have a flexible approach towards the job role, and respond positively towards the requirements of the Service	E	I
P6	Ability to work evenings and weekends as required	E	I
P7	Ability to perform your duties across the borough	E	A/I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
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March 2022	Paula Williams	Interim Assistant Executive Director
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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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