



Person Specification			
Post title	Culture Development and Events Officer	Grade / Salary	J (SCP 26 -28) £36,124 to £37,938 per annum

**\* \* \* 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 \* \* \***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Wide experience of developing, managing and promoting a rich programme of cultural activity, programmes and large-scale events	I / P / CV/SS
S2	Experience of using initiative when faced with unforeseen issues and evidence of taking appropriate action and decisions to ensure health and safety with self and others with recognition of when to consult with senior managers	I / CV/SS
S3	Experience of managing and motivating staff and volunteers	I / P / CV/SS
S4	Experience of managing budgets and securing resources	I / P / CV/SS
S5	Experience of and commitment to developing partnerships which lead to increased participation in cultural activity	I / P / CV/SS
S6	Experience of operational coordination of facilities, assets and events	I / P / CV/SS
S7	Experience of supporting and enabling cultural organisations, individuals and the voluntary sector to develop and grow	I / P / CV/SS
S8	Ability to develop and implement service plans and prepare and present clear and well-structured reports and presentations	I / CV/SS
S9	Experience of creative and innovative solutions to developing service aims	I / P / CV/SS

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S10	Demonstrate a commitment to Equal Opportunities and to developing quality services to the community	I / CV/SS
S11	Have technology skills including social media platforms and excel and Microsoft office-based software	I / CV/SS
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Strong personal organisational skills, including the ability to manage a varied workload within deadlines	I
P3	Maintain a high standard of personal efficiency and appearance	I
P4	To have a flexible approach towards the job role and respond positively towards the requirements of the service	I
P5	Ability to work weekends and evenings as required	I
P6	Ability to perform the duties in designated spaces and across the borough	I
P7	Ability to be able to travel between venues	I
<b>Communication</b>		
C1	Strong verbal and written communication and interpersonal skills, including the ability to motivate enthuse persuade advocate and influence along with the ability to gain trust and confidence of others	I
<b>Qualifications</b>		
Q1	A degree (or equivalent qualification) preferably in a related field e.g. Events Management	CV/SS / A / I / C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**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.**

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- **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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