



Person Specification			
Post title	Culture Development and Events Assistant	Grade	Grade E / £26,403 - £28,142

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
Skills, knowledge, experience		
S1	Wide experience of coordinating a rich programme of heritage and culture exhibitions, activity programmes and events to meet specific outcomes.	CV/SS, I
S2	Experience of effectively liaising with partners, sessional staff and volunteers over the planning and delivery of events and activities	CV/SS, I
S3	Experience of supervising sessional and freelance staff and volunteers	CV/SS, I
S4	Experience of procuring external resources and services in relation to Cultural events and activities	CV/SS, I
S5	Experience of evaluating programmes of work to positively influence future delivery	CV/SS, I
S6	Ability to inspire, motivate and engage others in Culture and events activity programmes	I
S7	Experience of managing small budgets	CV/SS, I
S8	Experience of encouraging and facilitating the development of new ideas across Culture and Events	I
S9	Ability to develop and implement service plans and prepare and present clear well-structured reports and presentations	CV/SS, I
S10	Understanding and application of Equal Opportunities and Safeguarding of adults and children and young people	CV/SS, I
S11	Information technology skills using Microsoft Office based software and a working knowledge across social media platforms	CV/SS, I
S12	To have a flexible approach towards the job role, and respond positively towards the requirements of	I

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	the Service	
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Good verbal and written communication and interpersonal skills	CV/SS, I
C2	Good personal organisational skills, including the ability to work to deadlines	CV/SS, I
Qualifications		
Q1	NVQ or equivalent in a related field	CV/SS, 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.**
- **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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