



# Peacehaven Town Council

## Civic & Events Officer – Personal Specification

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