



Thatcham Town Council Person Specification

JOB TITLE **Events Officer**

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications and Training			
Mathematics and English Language GCSE Grade A* - C (or equivalent)	√		Application
Event Management Qualifications		√	Application
Health & Safety Qualifications		√	Application

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Competence (knowledge, abilities, skills, experience)			
Event management experience	√		Application
At least 3 years' experience of working in an administrative role	√		Application
Experience of marketing and promotion across a variety of media	√		Application
Experience of analysing and summarising a variety of documents	√		Application
Genuine interest in local heritage	√		Application
Health & Safety and risk management experience	√		Application
Methodical and organised approach to tasks with meticulous attention to detail	√		Application
Ability to conduct research and analyse and present outcomes	√		Application
Ability to multi-task	√		Application
Excellent oral and accurate observation, communication and listening skills	√		Application
Excellent customer care skills	√		Application
Ability to develop and maintain effective administrative systems	√		Application
Experience of dealing with members of the public and the ability to handle potentially challenging or emotional situations	√		Application
Ability to plan and prioritise own workload to meet fixed deadlines	√		Application

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Computer literate with a good working knowledge of IT systems such as Word, Excel, Teams, Databases, Websites and Social Media	√		Application
Proven success in securing sponsorship and grants		√	Application
Experience of collaborative working with external partners		√	Application
Experience of managing volunteer programmes		√	Application
Experience of meeting administration, such as minute taking		√	Application
Basic knowledge of local government procedures		√	Application

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Work related personal requirements			
Ability to work calmly and effectively under pressure, prioritising competing demands	√		Interview
Ability to solve problems, use initiative and work without close supervision whilst recognising limitations and knowing when to ask for assistance	√		Interview
Ability to understand and follow instructions and procedures	√		Interview
Self-motivated with the ability to work independently as well as constructively as part of a team	√		Interview
A responsive team player with excellent team working and interpersonal skills	√		Interview
High standards of service delivery with a continual improvement mindset	√		Interview
Understand the need for confidentiality and the implications of handling protected data	√		Interview
Ability to analyse and respond positively to situations	√		Interview
A confident and outgoing personality with a “can do” attitude and outlook	√		Interview
Enthusiastic and highly motivated	√		Interview
Committed to serving the community	√		Application / Interview
Good local knowledge of Thatcham		√	Interview

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Commitment			
An understanding of, and a personal commitment to, the vision and values of Thatcham Town Council	√		Interview
Committed to ongoing professional development	√		Application / Interview

KEY CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Other work requirements			
Willingness to attend work related training and courses organised by the Town Council	√		Interview

May 2024