



## **PERSON SPECIFICATION**

### **Events Administrator** (Temporary 8-month contract)

#### **Essential Experience, Skills and Qualifications**

1. Good communication skills, both verbal and written, with the ability to communicate confidently and in a professional manner.
2. Good IT skills and proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
3. GCSE English and Maths at Grade C/4 or above (or equivalent).
4. Able to work on own initiative as part of a small team.
5. Ability to plan and prioritise workload to meet events' needs.
6. Maintaining confidentiality in sensitive business issues.