

Person Specification – Events Manager

(Full-time / Part-time / Term time)

<u>Essential</u>	<u>Desirable</u>	Assessed by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Good level of education to support engagement of professionals from other fields and generate high quality resources • Valid UK driving licence • First aid qualified. 	<ul style="list-style-type: none"> • Educated to NVQ level 3 in related work 	
Previous experience		
<ul style="list-style-type: none"> • Experience of events management • Experience in using Social Media platforms • Familiar with the use of other IT platforms to support the role (Eventbrite, survey tools, Video Conferencing etc) • Experience in use of Microsoft Office suite • Have relevant experience in working with team members to coordinate events • Experience in writing programmes and associated promotional material • Experience of implementing a Safeguarding policy 	<ul style="list-style-type: none"> • Experience of using databases • Experience of using Subscriber • Experience in learning venue booking software 	
Skills and Competencies		
<ul style="list-style-type: none"> • Have an awareness of event strategy development • Ability to analyse feedback • Liaise with external contacts • Very high customer care skills dealing with potential delegates with varying needs and face to face problem solving at venues • Ability to network and form lasting contacts • Strong writing, language and proof-reading skills • Have the ability to research and develop the church and Bible College audiences to potentially build mutually beneficial relationships 	<ul style="list-style-type: none"> • The ability to understand how to respond to our 'niche' market when planning events • Ability to develop an Events Strategy which includes research, creating social media posts, growing events in size, quantity and quality and evaluating the successes and refinements necessary 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Flexible and adaptable to changing demands and new challenges • Ability to work under stress during busy periods i.e. Ability to manage multiple projects at the same time 		

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Special aptitudes required for the post		
<ul style="list-style-type: none"> • The post holder will be a Christian with an active faith (or Messianic Jewish Believer) in good standing with a local Church community. <p>Ability to:</p> <ul style="list-style-type: none"> • Propose new ideas and concepts for events • Set clear objectives and priorities • Regularly liaise with contact via telephone, email, conference calls or face-to-face • Be a clear and courteous communicator • Think innovatively and creatively • Work independently and manage own time and productivity • Project confidence and social skills to represent CMJ UK in external professional contexts 		
Team Player		
<ul style="list-style-type: none"> • Be a team player with the confidence to take the lead and guide other employees when necessary. 		