

## SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

<b>Directorate: Service Delivery</b>	<b>Service: Communities Team (Events)</b>	<b>Job Title: Civic and Events Officer</b>
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### Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<ul style="list-style-type: none"> <li>• Experience of working in a team which delivers public events.</li> <li>• Experience working collaboratively in a small team to achieve shared objectives.</li> <li>• Demonstrated ability to maintain and manage formal engagements with strong organisational skills, ensuring accuracy, prioritisation, and timely coordination of all commitments.</li> <li>• Proven ability to plan, coordinate, and deliver complex events with exceptional organisational skills and meticulous attention to detail, ensuring accuracy and efficiency throughout all stages of the process.</li> <li>• Good written and verbal communication and interpersonal skills.</li> <li>• Ability to handle difficult situations and individuals with tact while confidently upholding decisions.</li> <li>• Skilled in managing conflict and maintaining a professional stance under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and/or experience of working in arts and culture.</li> <li>• An appropriate qualification in events.</li> <li>• Knowledge and experience of Health and Safety policies relevant to events management.</li> <li>• Experience of providing financial administration support.</li> <li>• Sales and marketing skills to promote the event and attract sponsorship.</li> <li>• The ability to manage budgets.</li> <li>• Experience of working with community.</li> <li>• Project management experience.</li> <li>• Experience in engaging and collaborating with a broad range of internal and external stakeholders, including senior officers, elected members, and high-profile individuals such as the Chair of Council.</li> </ul>	Application, Interview and Exercise at Interview

<ul style="list-style-type: none"> <li>• Ability to negotiate effectively with venues, suppliers, and contractors to secure best value and quality, ensuring cost-efficiency without compromising service standards.</li> <li>• Time-management skills and the ability to work under pressure to ensure the efficient running of an event.</li> <li>• Ability to effectively manage multiple tasks and competing priorities, ensuring deadlines are met without compromising quality or attention to detail.</li> <li>• Experience in designing and production of promotional materials.</li> <li>• Ability to think creatively and to find solutions to challenging problems.</li> <li>• Administrative and IT skills including booking vendors and entertainment, attending &amp; minuting meetings &amp; responding to enquiries made to the Events Team.</li> <li>• Self-motivation and enthusiasm.</li> <li>• Ability to carry out duties out of normal service hours, e.g., attend meetings and prepare for/deliver an event during evenings and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a local authority environment, with an understanding of council structures, governance processes, and interdepartmental dynamics.</li> </ul> <p>Experience of working with a wide range of internal and external stakeholders.</p>	
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