



St Cuthbert's Hospice

*Making every day count since 1988*

## PERSON SPECIFICATION

<b>Post Title:</b> Events Coordinator		<b>Grade: 4</b> (subject to job evaluation)	<b>Department:</b> Development	
<b>Criteria relevant to the job</b>	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Method of Assessment</b>	<b>Desirable</b> Where available, elements that contribute to improved/immediate performance in the job	<b>Method of Assessment</b>
Qualifications and Training	English and Maths GCSE grade A-C  Educated to degree level or with relevant experience.	Application form	Basic knowledge of fundraising as an academic discipline.  Certificate in Events Management.  Fundraising qualification	

<p>Experience</p>	<p>A proven track record of managing successful events from conception to implementation to evaluation.</p> <p>A good understanding of the principles of customer (supporter) care and the measures that are used to achieve high levels of customer satisfaction.</p> <p>Using databases to input, retrieve and analyse data.</p> <p>Demonstrable experience of managing an expenditure budget and achieving set income targets.</p> <p>Experience of presenting information face to face to individuals or groups.</p> <p>Experience of networking within the community to promote events and activities.</p> <p>Understanding of the principles of marketing and PR.</p> <p>Experience of using digital communication channels to promote events / activities (e.g. social media)</p> <p>Experience of working positively with graphic designers / design agencies.</p> <p>Experience of negotiating on cost for supplies / services whilst maintaining quality.</p> <p>Experience in supervising volunteers and / or less experienced staff</p>	<p>Application form / Interview</p>	<p>Experience in the voluntary sector or a fundraising role</p> <p>Demonstrable experience of achieving targets in a sales role or as part of a fundraising role.</p> <p>Experience of managing volunteers and developing a network of fundraising volunteers.</p> <p>Experience in using paid and unpaid digital advertising to promote events / activities.</p>	
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<p>Skills and Knowledge</p>	<p>Excellent administrative, written and project management skills.</p> <p>Proficient using computer packages and IT (Word, Excel, Outlook).</p> <p>Experience using customer relationship management software.</p> <p>Excellent communication and relationship management skills.</p> <p>Excellent organisational skills with the ability to prioritise workload and to meet deadlines.</p> <p>Attention to detail and accuracy.</p>	<p>Interview/ Assessment</p>	<p>Graphic design skills.</p> <p>Experience of using Donorflex.</p>	
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<p>Personal Attributes</p>	<p>Excellent communication and team working abilities.</p> <p>Remains calm under pressure.</p> <p>Good decision making skills.</p> <p>Ability to multi task and manage a range of projects / activities using strong organisation and time management skills.</p> <p>High level of accuracy in the presentation of information and attention to detail.</p> <p>Ability to build excellent internal and external relationships, both with staff, supporters and volunteers.</p> <p>Ability to work under time constraints.</p> <p>Portray a professional image.</p> <p>Maintain confidentiality at all times.</p> <p>Flexible approach to working.</p> <p>Able to evidence behaviour consistent with the Hospice values.</p>	<p>Interview</p>		
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Special Requirements	Willingness to work outside agreed hours when required  Willingness to train and learn new skills.  Ability for independent travel	Interview		
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**Signature of Post holder:**

**Date:**

**Signature of Manager:**

**Date:**