



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job Title: Events Administrator (CEMS Annual Events 2023)

Department/Division:
Department of Management Project & Events

Accountable to:
Manager (CEMS Annual Events 2023)

| Competency | Criteria | E/D |
|---------------------------------|--|-----|
| Knowledge and Experience | Competent in the use of a range of IT – particularly Microsoft Office packages such as Word, Excel, PowerPoint, and Outlook. | E |
| | Experience of using databases | D |
| | Ability to learn new software platforms including EventMaker (Event Marketing Platform). | E |
| | Educated to degree standard or equivalent. | D |
| | Experience of planning projects or events. | E |
| | Experience of working in a customer services environment | E |
| Communication | Experience in communicating effectively with internal and external users at all levels, both verbally and in writing. | E |
| | Ability to convey and present information in a meaningful and appropriate manner. | E |
| Planning and Organising | Ability to plan and organise own workload. | E |
| | Ability to prioritise tasks effectively to meet deadlines. | E |
| | Experience in maintaining effective electronic and paper records. | E |
| Teamwork and Motivation | Ability to work as part of a team and motivate other staff. | E |
| | Ability to communicate well with other staff. | E |
| | Ability to work independently without direct supervision. | E |



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|---------------------------------------|--|---|
| | A flexible, helpful and positive attitude. | E |
| Service Delivery | Ability to provide a prompt, efficient and high level of service to internal and external users. | E |
| Problem Solving and Initiative | Ability to use initiative to solve day to day queries and problems. | E |
| | Ability to exercise initiative when handling problems or queries and knowing when to refer them to a colleague or manager. | E |

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.