

# EVENTS CO-ORDINATOR

## PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
<b>QUALIFICATIONS</b>	Educated to Degree level or equivalent GCSE English and Maths Grade 4/C or above		Application
<b>SKILLS/ABILITIES</b>	Driving Licence	Full UK Driving Licence	Application
	Good verbal and written communication skills	Polite telephone manner	Application Interview
	Ability to communicate with senior church leaders and trustees and various professionals	Servant hearted, respectful and professional	Application Interview
	Highly organised, administratively minded and able to work to deadlines with attention to detail.	Past experience	References
	Able to manage self and be self motivated, to achieve excellent results and meet deadlines.		Interview References
<b>WORK EXPERIENCE</b>	Evidence of planning and implementing ideas	Experience of events planning	Application Interview
	Experience of working in a team.	Experience of collaborative team work	Application Interview
<b>KNOWLEDGE</b>	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.		Interview
	A working knowledge of Microsoft office and/or Google suite		Interview References
<b>SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)</b>	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace and be ready to meet them.	Work under pressure	Interview References
	To agree with the Vineyard 'Ethos Statement of Faith' and work with those parameters.		Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.		References
	Organise meetings and take minutes, displaying utmost confidentiality.		Application

### GENERAL INFORMATION

Display Screen User:	Does this role use a DSE? Yes		
DBS Check Required:	No		
Lone worker:	No		
Date created or amended:	19/01/2022		
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	