DTI OPERATIONS CO-ORDINATOR

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
QUALIFICATIONS	Educated to Degree level or equivalent.	Event Management Qualification or equivalent	Application
	GCSE English and Maths or equivalent at Grade 4/C or above		Application
SKILLS/ABILITIES	Confident customer-facing communication skills	Have experience recruiting and leading volunteer teams	Application Interview
	Outstanding communication and negotiation skills with Key Stakeholders & Suppliers	Driving Licence	Application Interview
	Highly organised, administratively minded and able to work to deadlines with attention to detail.	Project management experience	Application Interview
	Able to manage self and be self motivated, to achieve excellent results	Strong attention to detail and the ability to manage competing priorities	Application Interview
	Line management and leadership capabilities	A practical approach and ability to support the physical and logistical aspects of the role	Application/Interview
	Excellent multi-tasking and task prioritisation skills	Experience of managing or supporting volunteers	Application Interview
WORK EXPERIENCE	Evidence of planning and implementing ideas and problem solving	Experience of events planning	Application Interview
	Understanding of event management procedures.	Project coordination experience	Application Interview
	Experience with setting up for events	Line management experience	Application Interview
	Working within and maintaining an agreed budget	Experience in logistics, resourcing, order fulfilment	Application Interview
	Working operationally as part of a team		Application Interview
KNOWLEDGE	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.	IOSH Managing Safely certificate	Application Interview
	A working knowledge of Microsoft office and/or Google suite		Application Interview
	Strong written, numerical and administrative skills,		Application