# **PERSON SPECIFICATION: Assistant Cultural Events Officer (Hartlepool) POST REFERENCE: 107372**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational / vocational / occupational qualifications and/or training****Specific qualifications (or equivalents)** | 5 A-C GCSEs with English and Maths (F) | Educated to degree level (or equivalent) in a relevant subject (F)First Aid Qualification (F) |
| **Work or other relevant experience** | Some experience of working or volunteering in an arts or cultural environment (F) (I)Cross art form interest (F) (I) | Experience of working at public events (F) (I)Supervisory experience (F) (I) |
| REQUIREMENTS  | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Skills, abilities, knowledge and competencies** | Ability to communicate effectively in written and oral form (F) (I) (T)Excellent interpersonal skills (F) (I) | Proven ability to keep to deadlines and prioritise workload (F) (I) |
| **General competencies** | Able to work outside normal working hours (F) (I) | Driving licence holder (F)Practically minded/understanding of various types of equipment used in mounting events/performances (F) (I) |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.