



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working in a busy environment with a number of different projects running at the same time.
- Excellent team working skills.
- Demonstrable interest in arts and cultural education for children and young people.
- An understanding of equality and diversity and how they relate to this role.
- Excellent IT skills including ability to use Microsoft Word, Excel and PowerPoint, plus email and online services e.g. Office 365 or Eventbrite.
- Experience of collating, analysing and summarising information and data to contribute to reports.
- Excellent organisational skills, demonstrated for example through organising events and meetings, or managing office systems.
- Excellent written communication skills, demonstrated for example through writing reports, meeting minutes, or presenting information for stakeholders.
- Excellent numeracy, demonstrated for example through finance administration experience or managing small budgets.
- Excellent interpersonal skills, able to connect with stakeholders by being friendly, helpful and professional.
- Self-motivated, able to solve problems using own initiative.
- Able to work to agreed deadlines.

Desirable

- Experience of supporting the delivery of events such as conferences and CPD sessions.
- Experience of using social media (either personally or at work), for example Twitter, Facebook, Instagram.
- Experience of working in or with the education and/or cultural sectors.
- Experience of working with external partner organisations or consultants in the delivery of projects.

Part B

The following criteria will be further explored at the interview stage:

- Excellent team working skills.
- Demonstrable interest in arts and cultural education for children and young people.
- An understanding of equality and diversity and how they relate to this role.

- Excellent organisational skills, demonstrated for example through organising events and meetings, or managing office systems.
- Excellent interpersonal skills, able to connect with stakeholders by being friendly, helpful and professional.
- Self-motivated, able to solve problems using own initiative.
- Experience of supporting the delivery of events such as conferences and CPD sessions.

Additional Information

- The role may require the post holder to work on occasion outside of normal working hours; some evenings and weekends
- The role will require the post holder to travel to other locations in the North East on occasion