



Person Specification

(Project Coordinator – Events and Activities, North and South Tyneside)

Part A

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

Essential

- Demonstrable experience / proven results of delivering projects, including budgeting and achieving targets
- Ability to lead, manage and develop staff and volunteers
- Excellent negotiation skills
- Experience of event organisation and management including safety considerations
- Experience of event and activity promotion
- Excellent team working skills
- Good ICT skills
- Results orientated and motivated to succeed in a target driven environment
- Structured in approach and attentive to detail
- Effective communication and presentation skills
- Flexible in approach to work
- Able to work effectively with a wide range of people including management, staff and volunteers at 4 sites, external suppliers and organisations
- Able to work on own initiative

Desirable

- Experience of generating ideas / identifying opportunities for activities and events
- Experience of working across multiple sites
- Experience of working in a results-driven environment

Part B

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

- Results orientated and motivated to succeed in a target driven environment
- Structured in approach and attentive to detail
- Experience of event organisation, management and budgeting
- Experience of event and activity promotion
- Able to work on own initiative
- Effective communication and presentation skills
- Flexible in approach to work
- Able to work effectively with a wide range of people including management, staff and volunteers at 4 sites, external suppliers and organisations

Additional Requirements

- The role will require the post holder to travel and work at a variety of TWAM sites and occasionally travel to other Museum sites in the North East and attend meetings and events in other regions as required
- The role will require some weekend work and early evening work and flexibility to attend some events as needed, particularly the Elf Express event at the Stephenson Steam Railway in December.