



Person specification			
Post title	Culture Development and Events Assistant	Pay Band	E
Service Area	Communities and Neighbourhoods	Section/team	Culture Development and Events Service

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	* Ability to embrace the values of KMBC	E	I
S2	Wide experience of coordinating a rich programme of heritage and culture exhibitions, activity programmes and events to meet specific outcomes.	E	A/I
S3	Experience of effectively liaising with partners, sessional staff and volunteers over the planning and delivery of events and activities	E	I
S4	Experience of supervising sessional and freelance staff and volunteers	E	A/I
S5	Experience of procuring external resources and services in relation to Cultural events and activities	E	A/I
S6	Experience of evaluating programmes of work to positively influence future delivery	E	A/I
S7	Ability to inspire, motivate and engage others in Culture and events activity programmes	E	I
S8	Experience of managing small budgets	E	I
S9	Experience of encouraging and facilitating the development of new ideas across the field of Culture and Events	E	I

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S10	Ability to develop and implement service plans and prepare and present clear well-structured reports and presentations	E	I
S11	Understanding and application of Equal Opportunities and Safeguarding of adults and children and young people	E	I
S12	Information technology skills using Microsoft Office 365 based software and a working knowledge across social media platforms	E	A/I
Qualifications			
Q1	Experience of working with communities in a related field (e.g. arts / heritage / events)	E	A/C
Q2	NVQ in a related field	E	A/C
Health and Safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	E	A/I
H2	Ability to use equipment as instructed and trained	E	I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	E	I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	I
P3	A demonstrable willingness to share information and work with other people.	E	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	I
P5	Good verbal and written communication and interpersonal skills	E	A/I
P6	Good personal organisational skills, including the ability to work to deadlines	E	I
P7	Maintain a good standard of personal efficiency and appearance	E	I

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P8	A team player, able to work within existing guidelines whilst using own initiative and as part of a team	E	I
P9	To have a flexible approach towards the job role, and respond positively towards the requirements of the Service	E	I
P10	Ability to work evenings and weekends as required	E	I
P11	Ability to perform your duties across the borough	E	I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
December 2020	Paula Williams	Interim Assistant Executive Director

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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