

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Markets & Events Assistant

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
<u>Qualifications</u> 1. Minimum of 3 GCSEs (or equivalent) including Maths and English Language		√
<u>Knowledge and Skills</u> 1. Ability to work in a team 2. Ability to interpret work instructions, both written and verbal, and implement them 3. Excellent communication and customer care skills 4. Knowledge of basic administrative processes 5. Knowledge of Health & Safety practices relevant to work environments 6. IT skills commensurate with the post 7. Understanding of basic COSHH and manual handling requirements	√ √ √ √	 √ √ √
<u>Experience</u> 1. Minor property maintenance experience 2. General ground maintenance experience 3. Event support, including bar experience		√ √ √

<u>Additional Requirements</u> 1. Be physically capable of undertaking necessary duties	√	
<u>Other</u> 1. A willingness to undertake training, as necessary 2. Ability to work outside normal hours when required re: job description duties pertaining to events	√ √	