

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Town Hall Manager

| QUALIFICATIONS/ KNOWLEDGE &SKILLS/EXPERIENCE | ESSENTIAL | DESIRABLE |
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| <p><u>Qualifications</u></p> <ol style="list-style-type: none"> 1. Minimum of 5 GCSEs (or equivalent) including Maths and English Language at C or above 2. Certificate in Management Studies or suitable equivalent 3. Level 4 Diploma in Event Management 4. Minimum of Level 3 general Health and Safety Qualification 5. BIIAB Personal Licence 6. Membership of Institute of Marketing | <p style="text-align: center;">√</p> <p style="text-align: center;">√ (or to achieve within 30 months of commencement of post)</p> <p style="text-align: center;">√ (or to achieve within 30 months of commencement of post)</p> <p style="text-align: center;">√ (or to achieve within 3 months of commencement of post)</p> <p style="text-align: center;">√ (or to achieve within 3 months of commencement of post)</p> | <p style="text-align: center;">√</p> |
| <p><u>Knowledge and Skills</u></p> <ol style="list-style-type: none"> 1. A demonstrable knowledge of the hospitality sector and track record of successful delivery of functions and events 2. Ability to lead a team 3. Ability to interpret and develop work instructions, both written and verbal, and implement them | <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> | |

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| <ul style="list-style-type: none"> 4. Excellent communication skills, including in writing and proven ability to work with a diverse range of stakeholders 5. Knowledge of administrative processes and good practice 6. Knowledge of Health & Safety practices relevant to work environments 7. Experience in dealing with and managing budgets under supervision 8. Project management skills 9. Highly developed event management skills 10. IT skills commensurate with the post | <ul style="list-style-type: none"> <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ | <ul style="list-style-type: none"> <li style="text-align: center;">√ |
| <p><u>Experience</u></p> <ul style="list-style-type: none"> 1. Minimum of 2 years' working in the public sector 2. A minimum of 2 years' supervisory/management experience 3. A minimum of 2 years' proven track record in the field of event management, hospitality and customer care 4. A minimum of 2 years' experience successfully leading a team | <ul style="list-style-type: none"> <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ | <ul style="list-style-type: none"> <li style="text-align: center;">√ <li style="text-align: center;">√ |
| <p><u>Additional Requirements</u></p> <ul style="list-style-type: none"> 1. Be physically capable of undertaking necessary duties 2. Current Full Driving Licence 3. Competence in the development and delivery of promotion/advertising initiatives 4. Conversant with food hygiene requirements | <ul style="list-style-type: none"> <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ <li style="text-align: center;">√ | |
| <p><u>Other</u></p> <ul style="list-style-type: none"> 1. A willingness to undertake training, as necessary 2. Ability to work outside normal hours and in other areas of the business when required re: job description duties pertaining to servicing meetings, events and management of business | <ul style="list-style-type: none"> <li style="text-align: center;">√ <li style="text-align: center;">√ | |