

## **TAVISTOCK TOWN COUNCIL**

## **PERSON SPECIFICATION**

**Job Title: Markets & Events Assistant** 

| QUALIFICATIONS/ |   | ESSENTIAL | DESIRABLE |
|-----------------|---|-----------|-----------|
|                 | WLEDGE & SKILLS/EXPERIENCE cations  |           |           |
| Qualifi         | Cations   |           |           |
| 1.              | Minimum of 3 GCSEs (or equivalent) including Maths and English Language             | No        | Yes       |
| Knowl           | edge and Skills   |           |           |
| 1.              | Ability to work in a team   | Yes       | No        |
| 2.              | Ability to interpret work instructions, both written and verbal, and implement them | Yes       | No        |
| 3.              | Excellent communication and customer care skills                                    | Yes       | No        |
| 4.              | Knowledge of basic administrative processes   | No        | Yes       |
| 5.              | Knowledge of Health & Safety practices relevant to work environments                | Yes       | No        |
| 6.              | IT skills commensurate with the post  | No        | Yes       |
| 7.              | Understanding of basic COSHH and manual handling requirements                       | No        | Yes       |
| Experience      |   |           |           |
| 1.              | Minor property maintenance experience   | No        | Yes       |
| 2.              | General ground maintenance experience   | No        | Yes       |
| 3.              | Event support, including bar experience   | No        | Yes       |
| Additio         | onal Requirements   |           |           |
| 1.              | Be physically capable of undertaking necessary duties                               | Yes       | No        |

| Other |  |     |    |
|-------|--|-----|----|
| 1.    | A willingness to undertake training, as necessary  | Yes | No |
| 2.    | Ability to work outside normal hours when required re: job description duties pertaining to events | Yes | No |