## Person Specification
### Events Officer

### Qualifications, experience and background

**Essential**
- Educated to A-level standard or equivalent experience.
- Significant experience in events management or in a related field such as project management.
- Proven ability to plan, co-ordinate and deliver high profile complex events that provide an excellent guest experience and where attention to detail is paramount.
- Experience of building productive relationships with individuals and volunteers.
- Highly organised with and a proven ability to deliver outstanding events that inspire philanthropy.
- Clear understanding of the importance of donor care and how events support major fundraising campaigns.
- Ability to design events that support the delivery of strategic objectives.

**Desirable**
- Educated to degree level or equivalent experience.
- Events or project management qualification.
- Experience of working in an HE environment, particularly collegiate Cambridge / Oxford.

### Specific knowledge/skills (technical)

**Essential**
- Excellent communication skills, both written and verbal.
- Experienced user of Microsoft packages including Word, PowerPoint, Outlook and Excel spreadsheets and broad competence in a range of software applications including email, web browsers etc.

**Desirable**
- Raiser’s Edge experience would be an advantage.
- Experience of working within the context of a major fundraising campaign.

### Personal attributes

**Essential**
- Enthusiastic and positive.
- Pro-active, taking a high degree of initiative and responsibility, and able to demonstrate the capacity to work independently.
- Able to work calmly under pressure with the ability to work on numerous projects prioritising workload accordingly.
- Strong organisational skills and a high level of attention to detail.
- Ability to solve problems.
- Excellent interpersonal skills, employing tact, discretion and diplomacy.
- Team player.
- Positive and sociable outlook, with a confident personal manner and the ability to put others at ease.
- Flexible attitude to work (the post requires regular out-of-hours working and travel).
- Ability to act as an ambassador for the Development Office and the College.

**Desirable**