



## **Organising Committee – Person Specification**

**Demonstrate knowledge in the following desirable operational areas:**

- Event Planning
- Marketing and PR
- Fundraising and Sponsorship
- Business/Project Management
- Procurement
- Marketing/PR & Communication
- Strategic Planning
- Governance
- Health & Safety
- People Management

### **Key Skills and Abilities**

- Excellent communication and interpersonal skills - able to express views clearly and succinctly in a variety of settings with active listening skills
- Able to work independently, effectively prioritising and executing designated tasks
- Able to work collaboratively, getting the most out of the people who work with you, and for you.
- Able to drive projects forward and achieve set objectives in a timely, accurate and thorough manner.
- Able to think creatively to address and resolve complex problems, with a strong desire to maximize new opportunities.
- Able to use resources effectively and efficiently

Additionally the successful candidates will demonstrate a commitment to the organisation and a willingness to devote the necessary time and effort. The positions are unpaid and on a voluntary basis.