**Generic Person Specification**

**Project Workers**

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|  |  | **Essential** | **Desirable** |
| 1. | Qualifications Training Competencies |  |  |
| 2. | Relevant Experience | Event Organisation undertaking several roles, marketing, set up, liaising with producers | Advertising and marketing |
| 3. | Knowledge | Up to date knowledge and understanding of Event organisation | Knowledge of administrative and financial procedures |
| 4. | Skills/Ability | ICT Skills to include spreadsheets, database and word processingAble to identify and work towards specific goals with colleagues and volunteers.Have a good use language for writing reviews and newspaper releases.A good level of maths/accountingFull driving Licence Have good DIY skillsUnderstanding of running a sustainable business | First Aid qualificationOwn vehicleAbility to tow a large trailerBasic repair on event equipmentKnowledge of start-up business, and drive to succeed |
| 5. | Personal Skills | Good CommunicationAble to prioritise tasks and act on own initiativeAble to work as part of a team and be flexible. | Ability to teach or presentGenuine interest in Local food, cooking, growing and its production |
| 6. | Work Arrangements & Availability | Evening and weekend work will be necessary |  |
| 7. | Special Circumstances | Travel away from central location as events dictate |  |