

## National Army Museum Trading Limited

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Events Assistant**

**Post No's: NAMTL Various**

### Person Specification

<b>CRITERIA</b>	<b>STANDARD</b>	<b>E/D</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	Advanced level (or equivalent) in Events, Hospitality and/or Marketing.	D	Certificate
<b>Experience</b>	At least 6 months experience in co-ordinating and delivering events within a services or hospitality environment.	E	Application and Interview
	Experience of working in a client facing role, generating sales utilising negotiation and sales skills.	E	Application and Interview
	Experience of managing contractors and third party suppliers.	D	Application and Interview
	Experience of using on-line booking systems.	D	Application and Interview
<b>Knowledge</b>	Commercial and business awareness.	E	Application and Interview
	Knowledge of Health and Safety at work regulations and best practice.	D	Application and Interview
<b>Skills</b>	Excellent presentation and interpersonal skills with the ability to communicate confidently, effectively and persuasively to a wide range of stakeholders.	E	Application and Interview
	Excellent written and verbal communication skills.	E	Application and Interview
	Excellent planning, organisational and project management skills.	E	Application and Interview
	Computer literate with good word processing skills and experience of using databases.	E	Application and Interview
	Apple Mac IT skills.	D	Application and Interview
	General administrative skills.	E	Application and Interview
<b>Aptitudes</b>	Ability to prioritise and meet deadlines.	E	Interview/test
	Commitment to providing excellent service and quality.	E	Application and Interview
	Good team player.	E	Interview/test

	Understanding of working in support of equality and diversity at all times.	E	Application and Interview
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**KEY: E = Essential**

**D = Desirable**

Dec 2018