

# Sheffield City Trust

## Person Specification



**Job Title:** Event Duty Manager – Sheffield City Hall

**Selection Criteria:**

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
<b>Work Experience</b>	Proven Experience in delivering a wide range of events to a high standard	Essential	Application/Interview
	Proven experience in working a large scale, multi-use entertainment or events venue	Essential	Application / Interview
	Previous experience of working with touring acts and / or business clients	Desirable	Application / Interview
	Previous experience of developing and managing teams of people.	Essential	Application / Interview
<b>Knowledge</b>	Good understanding of Counter terrorism practices as they relate to crowded places.	Essential	Application / Interview
	Good understanding of emergency response procedures as they relate to building operations hosting public.	Essential	Application / interview
	An excellent understanding of quality experiences and customer service.	Essential	Application / Interview
	Ability to work collaboratively with people and organisations and an ability to see the bigger picture.	Essential	Application / Interview
<b>Skills</b>	Excellent team management with the ability to lead and inspire	Essential	Application / interview
	The ability to manage a diverse range of tasks with high expectations in a busy environment	Essential	Application / interview
	Management of subcontractors, agency staff and free lance	Essential	Application / interview
	Financial skills and the ability to create, manage and reconcile spreadsheets	Desirable	Application / Interview
	Holder of a personal licence or ability to attain this within 6 months	Essential	Application / Interview
	Holder of or ability to attain a SIA Licence either front line or CCTV	Essential	Application / Interview
	Ability to support and develop individuals	Essential	Application / Interview
	Hold or can attain a full H&S First aid at work qualification	Essential	Application / Interview