



## Person Specification

### Post: Commercial & Events Coordinator

Criteria	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Events Management qualification.</li> <li>• Intermediate Food Hygiene qualification.</li> <li>• A Personal Liquor Licence.</li> </ul>
<b>Skills/competencies</b>	<ul style="list-style-type: none"> <li>• IT skills including a good level of competency in Word and Excel.</li> <li>• Excellent customer care skills with a clear focus on delivery and getting it right on every occasion.</li> <li>• Excellent communicator, both written and verbal, with an understanding of the needs of hospitality businesses.</li> <li>• Ability to work within a team and foster good working relationships.</li> <li>• High attention to detail and the ability to work on multiple tasks.</li> <li>• Keen eye for detail.</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Events coordination experience.</li> <li>• Administration experience.</li> <li>• A proven track record of delivering high standards of service and presentation.</li> <li>• A proven track record on remaining cool, calm and collected in dealing with both visitors and staff.</li> <li>• Well organised and possess a high level of administrative ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a sporting environment.</li> <li>• Experience of working with events management booking systems.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A good work ethic.</li> <li>• Ability to work flexible hours including evenings, weekends and Bank Holidays.</li> <li>• Excellent interpersonal skills.</li> <li>• Show integrity and honesty.</li> <li>• Passionate and enthusiastic.</li> <li>• Confident and dynamic personality.</li> <li>• Impeccable personal presentation with the ability to always represent Exeter City to the highest quality.</li> <li>• A friendly, positive 'can do' and courteous attitude.</li> <li>• Highly motivated and determined to achieve.</li> <li>• Conscientious.</li> <li>• Flexible, helpful, and responsive.</li> <li>• A commitment to the aims, vision, and values of Exeter City FC.</li> </ul>	