



WEST LANCASHIRE BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title: Retail and Events Officer	Grade: Scale 5	
Directorate: Development and Regeneration Services		
Service: Arts Development		
Requirements <i>(on the basis of the job description)</i>	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), presentation (P)
Qualifications		
Minimum qualifications of 5 GCSEs including Maths/ English at grade C or above (or equivalent) or sufficient previous experience in a similar role may satisfy	E	AF
Educated to A level standard (or equivalent)	E	AF
ECDL or equivalent	D	AF/I
Experience		
Previous retail experience	E	AF/I/P
Experience of planning and facilitating events	E	AF/P
Experience of marketing and event/exhibition	E	AF
Experience in the use of IT, word processing	E	AF
Knowledge/Skills/Abilities		
Knowledge of the current contemporary art environment	E	AF/I
Knowledge and experience of marketing	E	AF/I
Knowledge of health & safety legislation	E	I/P
Excellent written and oral communication skills	E	AF/I
Ability to work under pressure and meet deadlines	E	AF/I
Ability to work unsupervised and use own initiative	E	AF/I
Ability to install and remove exhibitions (manual handling)	E	AF/I
An understanding of audience development	D	I
Other (including special requirements)		
1. Commitment to Equality	E	AF/I
2. Commitment to Health & Safety	E	AF/I
3. Satisfactory Baseline Personnel Security Standard Check	E	Document Checks (includes Basic DBS)

4. The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	E	AF/I
Prepared by: Helen Juste	Date: April 2016	
Approved by: Helen Juste	Date: April 2016	