



## PERSON SPECIFICATION

### Events Duty Manager Kent Life

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Relevant IT qualifications or training in Microsoft Word &amp; Excel</li> <li>• Relevant training in customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Events Degree or Equiv</li> <li>• Tourism Qualification</li> <li>• Staff coaching training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working to deadlines and targets</li> <li>• Experience leading or supervising a team in a tourism/ attractions environment</li> <li>• Clear understanding of health &amp; safety management</li> <li>• Previous experience in a customer facing role</li> <li>• Experience setting up/running events</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with the Leisure/Tourism industry particularly visitor attractions</li> <li>• Managing Budgets</li> <li>• Duty Management</li> <li>• Experience within the Farm Park industry</li> </ul>
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong Time Management &amp; prioritization skills</li> <li>• Excellent Communication Skills</li> <li>• Good planning &amp; organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the tourism industry</li> <li>• Understanding of financial procedures and efficient management of budgets</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Attentive to detail</li> <li>• Friendly, calm &amp; personable manner</li> <li>• Ability to use initiative &amp; think on their feet</li> <li>• Thrive on a challenge and driven to deliver</li> </ul>	<ul style="list-style-type: none"> <li>• Based within an easy commute (45 mins) of the attraction</li> </ul>