

# Sheffield City Trust

## Person Specification



**Job Title:** Event Support and Logistics

**Selection Criteria:**

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
<b>Work Experience</b>	Previous experience in a large-scale, multi-faceted operation	Essential	Application/Interview
	Experience of catering sales	Desirable	Application/Interview
	Flexibility/willingness to work unsociable hours	Essential	Application/Interview
	Working with stock	Desirable	Application/Interview
	Working in a team	Desirable	Application/Interview
<b>Knowledge</b>	Health and Safety	Desirable	Copy of certificate require. Ability to achieve certification essential.
	Health and Hygiene Level Two	Desirable	Copy of certificate require. Ability to achieve certification essential.
	Forklift trained	Desirable	Copy of certificate require. Ability to achieve certification essential.
<b>Skills</b>	Attention to detail and ability to work under pressure	Essential	Application/Interview
	Planning and working to deadlines	Essential	Application/Interview
	Excellent administrative skills – Word, Excel, Office 365	Essential	Application/Interview
	Good communication and influencing skills	Essential	Application/Interview
	Problem solving and initiative	Essential	Application/Interview
	Time management skills	Essential	Application/Interview