



WESTMINSTER SCHOOL

Commercial Events Coordinator – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Qualification in events management or similar		Yes
Knowledge/Experience	Experience of managing commercial events function in an organisation	Yes	
	Experience of working in a demanding and profit-driven business, sales or marketing environment	Yes	
	A proven track record in implementing and managing account plans and delivering financial targets, budgeting, monitoring and reporting	Yes	
	Proven experience of multi-tasking and delivering to tight timelines	Yes	
	Experience of proactive marketing strategies, specifically in hires and events and the ability to demonstrate good knowledge of the industry and markets in which Westminster School operates	Yes	
	Experience and a strong working knowledge of Event software	Yes	
	Considerable experience of developing and managing relationships effectively with multiple stakeholders at all levels	Yes	
	Experience with change management		Yes
	Understanding of UK GDPR regulations	Yes	
	An in-depth knowledge of safeguarding	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Highly organised and resilient, with highly developed record keeping skills	Yes	
	High level of attention to detail	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Ability to react calmly to unexpected situations in a positive efficient manner	Yes	
	Possess a high degree of professionalism, with strong EQ skills	Yes	
	Excellent project management, organisation, planning and coordination skills	Yes	
	An aptitude for sales and spotting business opportunities	Yes	
	Excellent written and verbal communication skills, with the ability to motivate and influence through communications	Yes	
	Proficiency in working with different software applications, including the Microsoft Office suite (Word, Excel, PowerPoint)	Yes	