

Person Specification



Job Title	Marketing and Events Co-ordinator
Service	Business Support
Responsible to	Head of Business Support
Reporting Roles	None
Purpose	To co-ordinate Anglia Care Trusts marketing function and associated events

We have a Competency Review Framework that has been designed for use by all staff across the organisation. The Framework consists of 7 key competency areas and we expect that all candidates will be able to demonstrate and evidence experience and/or ability in the following areas:

Commitment to the Organisation and its Values
The ability to demonstrate an understanding of and commitment to organisational values. The ability to plan for change, have a positive attitude towards it and identify the opportunities associated with it.
Demonstrate an understanding of equality, diversity and inclusion.
Process
The ability to demonstrate an understanding of the procedures, recording, relevant IT systems and administration required for the role, all completed in line quality requirements.
The ability to show a good understanding of ICT to maintain records and diaries and to ensure files are kept up to date.
Communication, Advice and Guidance
The ability to communicate clearly using a variety of methods with a diverse range of people. Able to use persuasion and negotiation to enact positive change.
The ability to disseminate information clearly to others, in an interesting way and advise colleagues on the best way to do this.
Partnership and Teamwork
The ability to work collaboratively with colleagues internal to ACT and with external partners in order to achieve a joint goal. Involves sharing of information, knowledge and ideas.
Experience of being involved in team working with colleagues across an organisation.
Ability to demonstrate experience of the development of effective team working relationships and partnerships.
Service Delivery and Customer Service
The ability to demonstrate delivering a consistently high quality service to offer the relevant support to Customers and put them at the centre of our work.
Experience of working with other organisations in order to plan activities. Ability to plan and prioritise activities.

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Safety Awareness
The ability to assess risk in relation to own safety and the safety of others and to be able to apply measures to reduce risk. Ability to recognise and communicate safeguarding issues appropriately.
Leadership and Decision Making
The ability to demonstrate logical decision making skills. Decisions have an impact on the work and activities of others and may have an impact on the organisation. The ability to support, encourage and inspire others to develop and realise their full potential.