



**WIRKS WORTH FESTIVAL – FESTIVAL CO-ORDINATOR  
PERSON SPECIFICATION 2016**

<b>EXPERIENCE</b>		
At least 3 years’ experience of successful project management.		
Experience of working in an office environment, maintaining a wide range of office systems		
Experience of working with volunteers and of engaging high levels of community involvement.		
Proven ability to work with a diverse range of stakeholders, at times managing conflicting interests and views		
Proven experience of budgetary management		
Experience of working with a Board of management		
<b>KNOWLEDGE</b>		
Processes used to develop, deliver and evaluate projects		
Management of office systems, management of people, contracts and agreements		
Finance systems and budgetary processes		
A good knowledge of and interest in a wide variety of contemporary professional arts		
Self starter, able to work on own initiative		
Excellent IT skills, knowledge of word, excel, access, excellent administrator		
Excellent project management skills		
High level of communication skills, verbal, written, an advocate with the ability to inspire		
Very well organised and able to manage multiple priorities, ability to take on many roles, working both at grass roots through to planning and strategy		
Approachable, ‘can do’ attitude		
Understanding and commitment of equal opportunities, diversity and access		
Ability to work most of August and September and cover the entire Trails weekend and much of the festival fortnight.		