

Person Specification

Job Title	Destination Event Executive	Req No	
Prepared by	Gemma Rio	Date	01/08/2022
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
Experience in an event-related working environment			
Experience of research and lead generation			
Experience of developing proposals/event bidding			
Experience in a sales/business development role			
Experience of representing a brand or organisation at an event/trade show			
<u>Qualifications/training:</u>			
Degree or equivalent in related subject, or significant sector experience			
Full UK Driving Licence			
<u>Special Knowledge:</u>			
Experience in the use of CRM systems and databases			
Microsoft Office: Word, Excel, PowerPoint			
<u>Disposition/attitude:</u>			
Enthusiastic			
Positive			
Dynamic			
Flexible			
Resilient			
Collaborative			
Proactive			
Open-minded			
Excellent attention to detail			
Excellent interpersonal skills			
Clear and courteous communicator			
<u>Practical/intellectual:</u>			
Ability to proactively seek out new opportunities			
Ability to work quickly and accurately			
The ability to manage multiple priorities			
<u>Physical Requirements:</u>			
Physically able to work on site at events where necessary i.e. standing/walking for long periods of time.			
<u>Additional Requirements:</u>			
Ability to be flexible in working pattern to fulfil commitments, sometimes outside of the traditional working day (at an event for example)			
Desirable Criteria – Additional requirements relevant to the post			
Experience in a DMO/Convention Bureau setting			
Basic understanding of Tourism/Event fundamentals			
Marketing experience			
Experience in the business events/conference sector			