

**Belper Town Council**  
**Marketing, Economic Development and Tourism Co-ordinator**  
**Person Specification**

	Essential	Desirable	Method of Assessment
Qualifications	<p>A level education or equivalent, or relevant experience.</p> <p>Business and/or retail, marketing experience.</p>	<p>Business and/or retail, marketing qualification</p> <p>Qualification relevant to economic development</p> <p>Tourism in a heritage setting/town centre management</p>	<p>Application form and certificates</p> <p>Application form and certificates</p> <p>Application form and certificates</p>
Experience	<p>Experience in economic development, or other relevant experience</p> <p>Understanding Partnership working</p> <p>Experience in obtaining substantial grant funding</p>		<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
Skills and knowledge	<p>Good negotiating and influencing skills</p> <p>Good organisational skills</p> <p>Experience with internet, emails and relevant software</p>	<p>Knowledge of Local Government and its services.</p> <p>Project Management Skills and business planning</p> <p>Familiarity with web updating skills</p> <p>Experience of promotional activities, event management, financial management and publicity</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
Personal qualities	<p>Positive approach and can-do attitude.</p> <p>Ability to adapt to changing circumstances</p> <p>Ability to manage own workload, achieving</p>		<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>

<p>Personal qualities</p>	<p>targets and responding flexibility to changing needs and demands</p> <p>Able to communicate effectively in oral and written forms to a wide variety of audiences</p> <p>Ability to work as an individual and as part of a team</p> <p>Ability to quickly grasp issues and requirements and hit the ground running</p> <p>Commitment to valuing diversity and equality, respecting stakeholders and colleagues in all relationships and service delivery</p>		<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
<p>Additional information</p>	<p>Full driving licence and access to a car insured for business</p> <p>Ability and willingness to attend meetings out of office hrs</p>		<p>Licence, certificate, application form and interview</p> <p>Application form and interview</p>