

## Enchanted Forest Community Trust Person/Job Specification

The Person/Job Specification details the knowledge, skills and abilities, experience and aptitudes required to do the role, specifying which are essential and which are desirable.

Only applicants that meet all of the Essential criteria will be shortlisted for interview.

		Essential	Desirable
E1	Good interpersonal skills and ability to manage and motivate contractors and staff	✓	
E2	Sound judgement in identifying and developing a creative concept which will maintain the reputation of the Event while at the same time attracting the largest possible audience and delivering a commercial outcome	✓	
E3	Financial literacy at a significant level, especially in the management of a charity or events organisation	✓	
E4	Knowledge of developing and growing charitable income from a variety of sources: grants, trusts and foundations, sponsorship, individuals and commercial sector	✓	
E5	Experience in working collaboratively to form effective partnerships	✓	
E6	Clean driving license	✓	
E7	Significant senior experience in the staging and management of events or festivals	✓	
E8	Experience in managing and running a charity or events organisation	✓	
E9	Experience of leading and managing a team of freelance creative and technical contractors	✓	
E10	Experience of business development and financial management at a high level of competency	✓	
E11	Strong leadership and management experience	✓	
E12	Proven track record of strategic development	✓	
E13	Passionate about community	✓	
E14	Strong business acumen	✓	
D1	Knowledge of Highland Perthshire/Rural areas		✓
D2	Experience liaising with Event Agencies such as Event Scotland		✓
D3	Experience overseeing grant programmes		✓

D4	Experience dealing with schools and/or community groups		✓
D5	Experience of working in tourism or destination development		✓
D6	Experience in staging outdoor events		✓
D7	Knowledge of not for profit governance and ability to work successfully with the Chair and Board		✓
D8	Knowledge of legislation governing charities and events		✓
D9	Entrepreneurial flair and focus with the ability to recognise and exploit commercial opportunities		✓
D10	Wide ranging contacts in the events, tourism and public sector in Scotland		✓