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MS-BID Manager: Sample Person Specification

Characteristic	Standard	E/D*	Measured by
Work Experience	Experience in a marketing / promotional environment	D	Application form / Interview
	Experience of lobbying and/or working with civil servants / local authorities.	D	Application form / Interview
	Experience of carrying out small-scale research.	D	Application form / Interview
	Experience of working independently, organizing and prioritizing a demanding workload.	E	Application form
	Experience of setting up events and meetings.	E	Application form
	Experience of working with, and motivating, volunteers	D	Application form / Interview
Knowledge	Knowledge of committee procedures.	D	Application form / Interview
	Knowledge of local authority procedures.	D	Application form / Interview
Skills /Ability	Ability to produce high quality work to tight deadlines.	E	Application form / Test
	Computing skills (word processing, spread sheet, e-mail)	E	Application form / Test
	Ability to be self-sufficient in terms of administration.	E	Application form / Interview
	Ability to draft press releases.	E	Interview / Test
	Ability to communicate clearly in writing and orally to committees and small meetings.	E	Application form / Interview
	Highly organised.	E	Application form / Interview
Attitude	Ability to create and organise promotional events	E	Application form / Interview
	Self motivated & outgoing.	E	Application form / Interview
	Committed to local social/economic development.	E	Application form / Interview

*E = essential, D = desirable