



**Community and Events Organiser
Person specification**

Organisational skills

Required

- Experience in organising events including logistics, promotion, hosting and budgeting
- Self-motivated and able to take the initiative to turn ideas into reality
- Diligent and punctual

Desirable

- Experience organising events with participatory or interactive elements

Communicating and building relationships

Required

- Confident and effective communicator, online and offline, including public meetings
- Able to encourage participation of individuals in conversations and activities
- Experience of building relationships and working with a wide range of people and stakeholders to deliver shared aims

Desirable

- Experience as a community organiser, voluntary or paid
- Experience of producing promotional copy and materials
- Knowledge of communities and networks in Bristol

General

Essential

- An understanding of the need to build an alternative model for the media, and a passion to engage the communities it serves.