

Person Specification
Heritage Officer- Learning
Band E

Criteria	Attributes	Method of Assessment
Knowledge	<p><u>Essential</u></p> <p>Experience with working with schools</p> <p><u>Desirable</u></p> <p>Experience of working in museums and a learning environment such as workshops. An understanding of the current National Curriculum</p>	Application/interview
Experience	<p><u>Essential</u></p> <p>Experience of working with school groups/youth working/workshops</p> <p><u>Desirable</u></p> <p>Experience in the delivery of Heritage related services, activities and events</p>	Application/interview
Skills and Abilities	<p><u>Essential</u></p> <p>Flexible approach and willingness to acquire new skills Positive response to change Highly self motivated and directed Attention to details with problem solving abilities Good interpersonal, written and oral communication skills Competence in the use of IT Competence in Health & Safety Ability to prioritise and execute tasks in a high pressure environment and make sound decisions. Able to communicate in user friendly language Have a strong customer service focus Ability to work effectively as part of a team but also on own initiative</p>	Application/interview

	Ability to negotiate effectively Ability to provide financial and technical information	
Qualifications	<u>Desirable</u> A degree in Museum Studies or equivalent	Application/documentary evidence
Other	Able to travel around the local area	Application/interview

Date: March 2017