

### Person Specification

Attribute	Essential	Desirable (but not required)	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree (or equivalent) in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Associate of the Museums Association (AMA)</li> <li>• Qualification in: Museum/Heritage Studies Teaching or Learning Business Studies</li> </ul>	Application Form and Certificates
<b>Management Skills:</b>	<ul style="list-style-type: none"> <li>• Experience of managing a team (staff or volunteers)</li> <li>• Ability to organise and prioritise allocated workload to deliver to targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised</li> <li>• Experience of managing a budget.</li> </ul>	Application form, interview
<b>Communication skills:</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in a clear and confident manner both with individuals and groups of all sizes.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deal with and manage complaints unsupervised.</li> <li>• Experience of marketing.</li> </ul>	Application form, interview
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of fundraising and income generation from grants, cultural and commercial activities.</li> <li>• Understanding and application of Accreditation Standards for Collections Care.</li> <li>• A good understanding and practical experience of the processes of collections management.</li> <li>• A good understanding and practical experience of the role of education and learning in museums.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Town Council Administration</li> <li>• Understanding and application of preventative conservation techniques.</li> <li>• Passion for local history and cultural heritage, with knowledge of Saxon history being a distinct advantage.</li> </ul>	Application form, interview,

<b>Practical Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to lead and motivate teams.</li> <li>• Organisational and time management skills</li> <li>• Ability to use IT competently.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to explain in a clear, concise and confident manner.</li> <li>• Ability to work effectively with a wide range of professionals at all levels and across different organisations</li> <li>• Availability to work occasional weekends and evenings for events or meetings.</li> <li>• A proactive and creative approach to problem-solving and generating ideas for the Museum's future growth.</li> </ul>	Application form, interview,
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a calm approach in any circumstance.</li> <li>• Ability to mediate and find balance between legal requirements of Council and practical non-compliant matters.</li> <li>• A passionate leader.</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour.</li> </ul>	Interview
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working in a similar position.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Town Council or Local Government owned Museum.</li> </ul>	Application form, interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Availability to work occasional weekends and evenings for events or meetings.</li> <li>• A proactive and creative approach to problem-solving and generating ideas for the Museum's future growth.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	