# **PERSON SPECIFICATION: Great Place Project Officer (Hartlepool) POST REFERENCE: A5136**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified  i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| **Educational / vocational / occupational qualifications and/or training**  **Specific qualifications (or equivalents)** | Degree level or equivalent in relevant subject (F) | Post-graduate culture, arts or events qualification (F)  PRINCE 2 (F) | |
| **Work or other relevant experience** | Experience of project management in a cultural setting. (F) (I)  Experience of dealing with a wide range of services users (F) (I)  Demonstrable commitment to culture and arts (F) (I)  Cross art form interest and engagement (F) (I) | Experience of working at public events (F) (I)  Supervisory experience (F) (I) | |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified  i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| **Skills, abilities, knowledge and competencies** | Ability to communicate effectively in written and oral form (F) (I) (T)  Excellent interpersonal skills (F) (I)  Proven ability to keep to deadlines and prioritise workload (F) (I)  Demonstrable commitment to communicating in accessible ways, to a wide audience (F) (I) (T) | Experience of planning and organising freelance work programmes (F) (I)  ICT skills. (F) (I)  Presentation skills (F) (I) (T) | |
| **General competencies** | Self-motivated and enthusiastic (F) (I)  Able to work effectively as a team member and leader (F) (I)  Able to work outside normal working hours (F) (I)  Able to access a variety of locations (F) (I) | Driving licence holder (F) | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.