# **PERSON SPECIFICATION: Cultural Officer (Education) POST REFERENCE: 107005**

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures 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 museums, arts or events (F)  Formal/informal training in museums, events, heritage or arts (F) | Post-graduate museums, arts or events qualification (F) |
| * **Work or other relevant experience** | Experience of dealing with a wide range of services users (F) (I)  Experience of delivering and developing education programmes across a variety of cultural venues (F) (I) | Supervisory experience (F) (I)  Experience of working at public events (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Ability to communicate effectively in written and oral form (F) (I) (T)  Excellent interpersonal skills (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)  Awareness of current museums/arts issues (F) (I)  Experience of budgetary control (F) (I) | |
| * + **General competencies** | Self-motivated and enthusiastic (F) (I)  Able to work effectively as a team member and leader (F) (I)  Able to prioritise workload and meet deadlines (F) (I)  Able to work outside normal working hours (F) (I)  Able to access a variety of locations (F) (I) | Driving licence holder (F) | |
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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.