**PERSON SPECIFICATION: CULTURAL OFFICER (MUSEUM & GALLERY) POST REFERENCE: SR-104741**

**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)  Formal/informal training in museum education, exhibitions, museums, heritage or arts development (F) | Post-graduate museums qualification (F)  Post-graduate qualification in museums, heritage or arts development (F) |
| * **Work or other relevant experience** | Experience of dealing with a wide range of services users (F) (I)  Experience of collections access (F) (I)  Experience of exhibition work (F) (I) | Experience of working with volunteers (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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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) | |
| * **Skills, abilities, knowledge and competencies** | Ability to communicate effectively in written and oral form (F) (I) (T)  Excellent interpersonal skills (F) (I)  Awareness of current museums/arts issues (F) (I)  Demonstrable commitment to communicating in accessible ways, to a wide audience (F) (I) (T)  Demonstrate commitment to access in a museum context (F) (I) (T)  Experience of working with MODES (F) (I) | tieodeo  Experience of planning and organising volunteer 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 (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.