

Person Specification

Assistant Outreach Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Demonstrable experience of delivering activities and projects with people in community settings and on cultural / heritage themes.
- Experience of co-designing programmes with service users.
- Experience of successfully working with a range of statutory and voluntary community organisations.
- Ability to plan and deliver a range of collection based outreach sessions.
- Able to work on own initiative and with limited supervision
- Computer literate
- Experience of developing and delivering online/ digital workshops/sessions
- Experience of planning, monitoring and evaluating projects.
- Experience of working with volunteers.
- Experience of working with and coordinating artists and other creative freelancers.
- Experience of and confident in effectively communicating with individuals and groups of people.
- Effective verbal and written communication skills.
- Committed to Equal Opportunities & anti-discriminatory practice.

Part B

The following criteria will be further explored at the interview stage:

- Recent experience of working with communities.
- Ability to think and programme strategically
- Experience of co-designing programmes with service users.
- Experience of successfully working with a range of statutory and voluntary community organisations.
- Ability to plan and deliver a range of collection based outreach sessions.
- Experience of developing and delivering online/ digital workshops/sessions
- Able to work on own initiative and with limited supervision.
- Experience of monitoring and evaluating projects.
- Experience of and confident in effectively communicating to individuals and groups of people.
- Committed to Equal Opportunities & anti-discriminatory practice.

Additional Requirements

- The role will require occasional work outside of normal working hours (evenings and weekends)
- The post holder will be required to travel in the Tyneside region to work at a number of different locations