Recruitment person specification

Position title	Collections and Engagement Project Assistant

Guidance on how to complete a high quality person specification is on the Orb.

Role requirements

Experience requirements

1. Previous experience of working with varied historic collections, including object handling, movement and packing [Essential]
2. Experience of managing own workload and working in a team [Essential]
3. Experience of working with volunteers [Desirable]

Knowledge, skills and understanding requirements

1. Demonstrable interest in social history [Essential]
2. Ability to analyse and interpret information to solve problems [Essential]
3. Attention to detail and commitment to ensuring accuracy of record keeping [Essential]
4. Strong customer focus and willingness to engage with public [Essential]
5. Confident user of Microsoft Excel [Desirable]
6. Basic digital photography skills [Desirable]

Qualifications and training requirements

1. Educated to SVQ3 level, or equivalent [Essential]
2. Qualification in relevant subject (e.g. history, museum studies) [Desirable]
3. Appropriate postgraduate qualification or equivalent experience in heritage [Desirable]

Job specific requirements

1. Knowledge of museum collections management systems and standards (e.g. SPECTRUM and Accreditation) [Essential]
2. Candidates must be able to comfortably walk up and down stairs to access their workspace daily. [Essential]
3. Awareness of preventive conservation [Desirable]