GROUNDWORK

CHANGING PLACES
CHANGING LIVES

PERSON SPECIFICATION

JOB TITLE: **Heritage Engagement Assistant**

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...					
			(Essential / Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	Educated to GCSE or equivalent standard in Maths and English	E	*					*
	2	Education and / or Training Qualification or equivalent	D	*					*
Experience	1	Experience of delivering heritage initiatives	E	*	*				
	2	Experience of preparing and delivering clear written and verbal reports	E	*	*				
	3	Experience of using software packages in particular Microsoft Office	E	*	*				
	4	Experience of working in partnership with communities and other stakeholders	E	*	*				
	5	Experience of recruiting and developing volunteers	D	*	*				
	6	Experience of working with specific targeted groups such as children or vulnerable adults	D	*	*				
	7	Experience of managing expenditure within a budget	D	*	*				

Knowledge	**1**	A knowledge and enthusiasm for heritage	E						
	2	Knowledge of Partnership working and community work	E	*	*				
	3	An understanding of health and safety and its application in work	D	*	*				
Personal Skills	**1**	Good organisational skills to enable effective project delivery	E	*	*				
	2	Ability to communicate effectively both verbally and written	E	*	*				
	3	Ability to maintain confidentiality as required.	E	*	*				
	4	Ability to use initiative and apply judgement to support effective decision making and seek guidance appropriately	E	*	*				
	6	Ability to innovate	E	*	*				
	7	Ability to work as part of a team both within Groundwork and externally with partners and community members	E	*	*				
	8	An enthusiastic and flexible approach with a can do attitude	E		*				
Additional Requirements	**1**	Prepared to undertake occassional work out of normal working hours	E	*	*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	3	Full Driving Licence and access to a vehicle for work purposes	E	*					*