NIDDERDALE MUSEUM SOCIETY

PERSON SPECIFICATION
Project Officer

Attribute	Description	Essential	Desirable
Experience	• Experience of working in heritage setting		X
	• Experience of keeping financial accounts, monitoring budgets and preparing financial statements		X
	• Experience of working on projects	X	
	• Experience of working on NLHF Project		X
	• Experience of working with volunteers	X	
	• Experience of organising community events		X
Skills	• Ability to communicate effectively, orally, in writing and electronically and to present views positively	X	
	• Possesses a high degree of literacy and numeracy	X	
	• Ability to use MS Word / Excel and use e-mail	X	
	• Ability to develop relationships with people at all levels in the organisation and externally	X	
	• Ability to work efficiently and effectively under pressure and on own initiative	X	
	• Ability to manage own workload	X	
	• Ability to create regular update reports	X	
	• Possesses excellent organisational skills	X	
	• Possesses excellent project management skills	X	
	• Ability to manage other employees / consultants	X	
	• Experience in dealing with the public	X	
Knowledge / Qualification	• Knowledge of heritage or museum work	X	
	• Holds appropriate qualifications	X	
	• Willing to undertake any additional required training	X	
Equal Opportunities	• A knowledge, awareness and commitment to equal opportunities policies.	X	
Other Requirements	• Availability to work at Nidderdale Museum offices for 2 days per week (at least 1 full day each week)	X	
	• Availability to attend occasional meetings in the area during the day or evening	X	
	• Ability to maintain confidentiality	X	
	• Ability to update website and deal with social media postings		X