

NIDDERDALE MUSEUM SOCIETY

PERSON SPECIFICATION Trainee Placement

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in heritage sector • Experience of working on projects • Experience of working with volunteers • Experience of organising community events • Strong desire to gain experience of work in the heritage sector 	X	X X X X
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, orally, in writing and electronically and to present views positively • Possesses a high degree of literacy and numeracy • Ability to use MS Word / Excel and use e-mail • Ability to develop relationships with people at all levels in the organisation and externally • Ability to work efficiently and effectively under pressure and on own initiative • Experience in dealing with the public • Ability to learn from those you are working with • Self-motivation 	X X X X X X X	X X
Knowledge / Qualification	<ul style="list-style-type: none"> • Knowledge of heritage or museum work • Holds appropriate qualifications • Willing to undertake any required in-house training • Willing to undertake required external training 	X X X X	
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge, awareness and commitment to equal opportunities policies. 	X	
Other Requirements	<ul style="list-style-type: none"> • Availability to work at Nidderdale Museum offices for 2 days per week (at least 1 full day each week with Project Officer) • Availability to attend occasional meetings in the area during the day or evening • Ability to maintain confidentiality • Ability to update website and deal with social media postings 	X X X	X