

**National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Head of Programmes**

**Post No: NAM 176**

**Person Specification**

<b>CRITERIA</b>	<b>STANDARD</b>	<b>E/D</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	Educated to degree level or vocational equivalent.	E	Certificate or evidence of equivalent achievement such as a CV with relevant PD
<b>Previous experience required</b>	Demonstrable experience of successfully developing, delivering and co-ordinating programmes and activities within visitor or heritage attractions, museums, galleries or literature/history festival environments.	E	Application and Interview
	Experience of devising and managing audience focussed and/or community projects.	E	
	Experience of strategies and annual programmes in order to engage and retain existing audiences whilst also creating a compelling offer to attract new audiences.	E	
	Experience of impactful project delivery across physical and ideally digital realms also.	E	
	Experience of working with partner organisations for operational delivery of joint programmes and the development of new initiatives.	D	
	Experience of developing and managing access projects, particularly for disabled and/or socially excluded groups.	D	

	<p>Experience of growing and developing a team (could be a team of paid colleagues and/or volunteers).</p> <p>Evidence of the ability to contribute to multiple or concurrent projects or work streams.</p> <p>Evidence of the ability to plan and use resources effectively and efficiently, supported by a clear understanding and application of financial monitoring and management.</p> <p>Experience of applying and promoting sound business and financial planning principles in the management of budgets ranging from £50-200K.</p> <p>Evidence of the ability to obtain, analyse and use data to inform effective decision-making.</p> <p>Demonstrable experience of successfully applying highly developed oral and written communications to maintain effective working relations in a pressurised and responsive working environment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<b>Attainments/skills/competencies</b>	<p>Excellent creative thinking abilities with intellectual curiosity and motivation.</p> <p>Ability to identify long-, medium- and short-term issues and find solutions.</p> <p>Excellent people management skills, and the ability to manage resources (including contractors and volunteers), programmes and budgets to achieve excellence and best value.</p> <p>Ability to plan, prioritise and work to deadlines.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application and Interview

	<p>Ability to make high-quality, timely decisions using the evidence available and achieving buy-in.</p> <p>Ability to self-motivate and act on own initiative.</p> <p>Excellent written and verbal communication skills and the ability to work collaboratively with colleagues across the organisation.</p> <p>Excellent interpersonal skills and effective negotiation skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
	ICT skills in Microsoft Word and Microsoft Excel.	E	Application and Interview
	Familiarity with MAC OSX and Apple Mail.	D	Application and Interview
<b>Special aptitudes</b>	<p>This post requires a confident individual with excellent inter-personnel skills, someone who is able to work with and engage stakeholders from a variety of backgrounds.</p> <p>An infinite enthusiasm and a passion for history.</p>	<p>E</p> <p>E</p>	Application and Interview
<b>Particular circumstances</b>	Travel to other venues e.g. <i>Stevenage store</i> may be required and may include some overnight stays.	E	Interview

**KEY:**

**E = Essential**

**D = Desirable**

July 2022