

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Membership & Programme Support

Post No: NAM 231

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Educated to degree level.	D	Certificate
Experience	<p>Demonstrable experience of working with membership schemes, including keeping up to date records and files.</p> <p>Demonstrable experience of delivering programmes of activity within heritage attractions, museums or galleries.</p> <p>Experience of working with creative programming that meets the needs of diverse range of audiences</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.</p> <p>Experience of working with collections and archives to create programmes</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	Application and Interview
Attainments/skills/competencies	<p>Demonstrable initiative and good problem-solving skills.</p> <p>An understanding of booking systems or ticketing within a cultural setting.</p> <p>Experience of delivering presentations.</p>	<p>E</p> <p>D</p> <p>D</p>	Application and Interview

	<p>Excellent interpersonal and teamworking skills.</p> <p>Ability to work for periods on own initiative while understanding the importance of liaison and proactive communication with wider department staff.</p> <p>Ability to plan, prioritise and work effectively to deadlines.</p> <p>Research skills.</p> <p>Excellent interpersonal and communication skills.</p> <p>Ability to identify risks and opportunities.</p> <p>Commitment to provide excellent service and quality.</p> <p>Computer literate with good word processing skills and experience of using databases e.g Salesforce.</p> <p>Familiarity with MAC OSX and Apple Mail, iCal.</p> <p>Strong co-ordination, organisational, project management and presentation skills.</p> <p>An interest in British military history and the Army today.</p> <p>Ability to manage people (including contractors and volunteers), programmes and budgets.</p> <p>A current full, clean driver's licence.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Particular circumstances	<p>Working with the Handling Collection, particularly weapons, will entail standing and moving around, and lifting weights of up to approx 15 kgs.</p>	<p>E</p>	<p>Interview</p>

	Setup of learning spaces will entail lifting chairs and moving tables on a regular basis.	E	
	Travel to other venues e.g. <i>Stevenage store, Regimental and Corps Museum, Army barracks</i> may be required and may include some overnight stays.	E	

KEY:

E = Essential

D = Desirable