

**Hertford Museum - Learning Officer
Person Specification**

Competency	Criteria	Essential / Desirable
Learning & Delivery Knowledge & Experience	Experience of at least 2 years delivering learning experiences in a heritage environment	E
	Up to date with the National Curriculum and its implementation in schools	E
	Experience of working with school children of all ages within a heritage environment	E
	Experience of delivering learning experiences to a wide range of audiences including non traditional and excluded audiences.	E
	Experience of devising, producing, delivering and evaluating imaginative and engaging learning experiences for a wide range of audiences	E
	Proven ability to prioritise workloads and meet deadlines	E
	Proven ability to research a topic and share that information	E
	Experience of delivering reminiscence workshops	D
	Arts award advisor or commitment to undertaking arts award training	E
	Experience of project management	E
Communication & Networking	Excellent communication skills and evidence of experience of writing reports and presentations.	E
	Proficient in the use of Microsoft Office including spreadsheet programmes such as Excel or Access	E

	Proficient in the use of social media and sharing websites such as You tube	D
	Evidence of the ability to advocate and deliver presentations internally and externally.	E
	Evidence of the ability to inspire and encourage learning and engagement with heritage resources.	E
	Membership of learning and heritage networks	D
People &Teamwork	Evidence of the ability to be a flexible, adaptable, supportive and proactive member of a team.	E
	Friendly, approachable and outgoing	E
	Evidence of the ability to work with a wide range of people	E
	Experience of managing and working with volunteers	E
	Experience of coordinating workloads and deadlines with those of colleagues	D
Working with collections	Experience of working with handling collections	E
	Experience of managing a schools resource box service	D
	Experience of researching collections	D
	Physically fit and experienced in manual handling and safe manoeuvring of museum collections and resources	E
Miscellaneous	Driving licence and unrestricted use of a car	E
	Enhanced DBS check	E