

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Regimental Museums & Partnerships Officer

Post No: NAM 807

Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	Educated to GCSE level (or equivalent).	E	Certificate
Experience	Experience of creating, organising, facilitating and co-ordinating training and/or similar activities and events, and events administration.	E	Application and Interview
	Experience of developing frameworks for monitoring, evaluation and impact.	D	Application and Interview
	Experience of PR and marketing with a focus on Arts and Heritage.	D	Application and Interview
	Experience of creating / managing E Newsletters / E Mailouts	D	Application and Interview
Knowledge	Knowledge of, or interest in British military history, and knowledge of the British Army and its traditions.	E	Application and Interview
	Knowledge and/or experience of the Regimental Museums network	D	Application and Interview
	Knowledge of the museum or wider heritage sector.	D	Application and Interview
	Knowledge and/or experience with international partner work .	D	Application and Interview
Skills	Excellent presentation and interpersonal skills with the ability to communicate and network confidently, effectively and persuasively.	E	Application and Interview
	Excellent written and verbal communication skills.	E	Application and Interview
	Ability to prioritise and meet deadlines.	E	Application and Interview
	Commitment to provide excellent service and quality.	E	Application and Interview
	Computer literate with good word processing skills and experience of using databases.	E	Application and Interview
	Apple Mac IT Skills/familiarity with MAC OS X.	D	Application and Interview
Aptitudes	Strong co-ordination, organisational, project management and presentation skills.	E	Application and Interview
	Good analytical and problem-solving abilities.	E	Application and Interview
	Personable, with the confidence to deal with a wide range of stakeholders and partners.	E	Application and Interview
	Willingness to travel regularly	E	Application and Interview

KEY:

E = Essential

D = Desirable

[April 2024]