

DROITWICH SPA TOWN COUNCIL

Person Specification

Post Title: Heritage Manager

Qualifications/Training

It is essential that the post holder has;

- Good educational background with minimum grade C at GCSE for English, History and Mathematics or equivalent
- Tourism and/or museum related experience

It is desirable that the post holder has;

- A tourism and/or museum related qualification

Experience/Knowledge

It is essential that the post holder has;

- Knowledge of Droitwich Spa and surrounding areas
- Experience of working with the public/dealing with public enquiries
- Experience of computer systems, databases, working on the internet
- Experience of working in a Museum or Heritage Centre or Tourist Information Centre
- Experience in the use of Microsoft Office

It is desirable that the post holder has;

- An understanding of the functions of Local Government

Skills and Abilities

It is essential that the post holder has;

- Ability to communicate effectively both orally and in writing
- Ability to get on well and work with a wide variety of people including staff, councillors, local community leaders and members of the public
- Ability to accept responsibility
- Display tolerance and understanding
- Can demonstrate reliability
- Ability to work with the minimum of supervision

It is desirable that the post holder has;

- Negotiating skills

Additional Factors

It is essential that the post holder;

- Has the ability to travel in and out of the county and at times when public transport may be limited
- Can work flexible hours, especially weekend work
- A willingness to undertake relevant training