

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Programmes Manager**

**Post No: NAM 212**

### Person Specification

CRITERIA	STANDARD	E/D	EVIDENCE
<b>Qualifications</b>	Educated to degree level.	E	Certificate
<b>Experience</b>	<p>Demonstrable experience of delivering public programmes and activities within heritage attractions, museums or galleries.</p> <p>Experience of working with creative programming that meets the needs of a 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 community-focused programming and engagement activities</p> <p>Experience of academic outreach or engagement</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	Application and Interview
<b>Attainments/skills/competencies</b>	<p>Demonstrable initiative and good problem-solving skills.</p> <p>An understanding of booking systems or ticketing within a cultural setting.</p> <p>Outstanding communication and collaboration skills</p> <p>Ability to plan, prioritise and work effectively to deadlines.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>	Application and Interview

	<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.</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>D</p>	
<b>Particular circumstances</b>	<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>Setup of learning spaces will entail lifting chairs and moving tables on a regular basis.</p> <p>Travel to other venues may be required and may include some overnight stays.</p>	<p>E</p> <p>E</p> <p>E</p>	Interview

**KEY:            E = Essential                            D = Desirable**

[April 2024]