

Conservation Officer (Scotland)

Person specification



Qualifications and experience

Required

- Educated to degree level in relevant discipline or with equivalent experience
- Relevant experience in the field of conservation of historic buildings and decorative arts (obtained in either the private or public sector)
- Experience of working in a team
- Experience of working with the public in a customer service role

Desirable

- A postgraduate qualification in a relevant discipline
- Membership of a relevant professional organisation (such as SPAB, IHBC, ICON)
- Experience of remote working
- Experience of grant-making processes
- Experience of working with websites and writing for the web
- Experience of public speaking and/or dealing with the media
- Experience of writing and editing for publication
- Experience with learning or education programmes
- Full Driving Licence (some travelling is required)

Knowledge

Required

- A technical understanding of monument and historic building construction, current conservation, restoration and maintenance practice and methods of repair and conservation
- Knowledge of the legislative framework of building construction, repair, maintenance and planning in relation to war memorials.
- IT and computer skills (particularly MS Office: Word, Excel and Access)

Desirable

- Knowledge of, and support for, War Memorials Trust's philosophy and aims
- A thorough working knowledge of the principles of conservation and repair of historic buildings and monuments
- IT and computer skills: Knowledge of Publisher and Photoshop software
- Knowledge of the grant-giving and volunteering sector

Behavioural competencies

Required

- Committed team worker
- Proven good standard of literacy and numeracy
- Excellent verbal and written communication skills
- Excellent customer service and interpersonal skills
- Self-motivated, flexible approach to work with the ability to use initiative to deal with challenges
- Strong organisational skills with the ability to prioritise and manage a diverse workload and achieve within a budget
- Excellent problem-solving skills