

# Person specification: Learning Officer



War Memorials Trust

## Qualifications and experience

### Required

1. Educated to degree level or with relevant qualification giving entry to education/learning/teaching positions
2. Experience in education delivery or teaching including the preparation of learning materials
3. Experience of working in a team
4. Experience of working independently on their own initiative
5. Experience of planning and prioritising work to ensure deadlines are met
6. Experience of working with the public in a customer service role

### Desirable

7. Experience of managing budgets and the ability to develop, monitor and adjust budgets
8. Experience of partnership working
9. Experience of publishing and writing articles and newsletters
10. Experience of maintaining and developing a website
11. Full Driving Licence (some travelling is required)

## Knowledge

### Required

1. An understanding of child protection issues and their implications for the Learning Programme
2. IT and computer skills (particularly MS Office: Word, Excel and Access)

### Desirable

3. Knowledge of, and support for, War Memorials Trust's philosophy and aims
4. IT and computer skills: Knowledge of Publisher and Photoshop software
5. Knowledge of the grant-giving and volunteering sector

## Behavioural competencies

### Required

1. Committed team worker
2. Proven good standard of literacy and numeracy
3. Excellent verbal and written communication skills
4. Excellent customer service and interpersonal skills
5. Self-motivated, flexible approach to work with the ability to use initiative to deal with challenges
6. Strong organisational skills with the ability to prioritise and manage a diverse workload and achieve within a budget
7. Excellent problem-solving skills
8. Pride in overall presentation