

Person specification: Conservation Officer



Qualifications and experience

Required

- Experience of working in a team
- Experience of working with the public in a customer service role

Desirable

- Educated to degree level in relevant discipline or with equivalent experience
- Relevant experience in the heritage sector or field of conservation of historic buildings and decorative arts
- A postgraduate qualification in a relevant discipline
- Membership, or evidence of working towards membership, of a relevant professional organisation such as IHBC
- Experience of grant-making processes
- Experience of writing and/or editing for publication and working with websites
- Experience of public speaking and/or dealing with the media
- Experience of remote working or working alongside remote workers
- Full Driving Licence (some travelling is required)

Knowledge

Required

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

Desirable

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

Behavioural competencies

- 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, manage a diverse workload, work under pressure and recognise budgetary challenges
- Excellent problem-solving skills