

Person specification: Conservation Officer



War Memorials Trust

Qualifications and experience

Required

1. Experience of working in a team
2. Experience of working with the public in a customer service role
3. Educated to degree level in relevant discipline or with equivalent experience

Desirable

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

Knowledge

Required

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

Desirable

4. A thorough working knowledge of the principles of conservation and repair of historic buildings and monuments
5. Knowledge of the grant-giving and volunteering sector
6. Knowledge of, and support for, War Memorials Trust's philosophy and aims

Behavioural competencies

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