



STAA: Gateway to the Gardens

Person Specification: Natural Heritage Engagement Worker

Criteria	Requirement	Essential	Desirable	Selection Method
Knowledge & Experience	1. Knowledge of allotment or green space management (particularly in a heritage context).		√	AF/ I
	2. Experience of delivering activities and events to a diverse audience	√		AF/I
	3. Experience of coordinating and administrating activities and events	√		AF/I
	4. Experience of working with volunteers		√	AF/I
	5. Experience of engaging with diverse groups and audiences to increase visitor numbers or take up of services.		√	I
Skills/Abilities Interpersonal	6. Excellent written and verbal communication skills	√		AF/I
	7. Ability to organise and prioritise own workload.	√		I
	8. Proven ability to work with a diverse range of people.	√		AF/ I
	9. Flexible and creative approach to delivering new activities with a focused output		√	I
	10. Customer-focused approach to work, always considering the needs of the visitor or audience.	√		AF/I
	11. Ability to work well as part of a team as well as on own initiative.	√		I
	12. A flexible approach to work in order to meet deadlines and a willingness to undertake a range of activities	√		I
	13. Self-motivation and the ability to act on your own initiative	√		I
	14. An interest in natural/ physical/ social heritage and green spaces.	√		I

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Skills/Abilities Other	15. High level of literacy, numeracy and the ability to use a range of Microsoft and other IT packages.	√		AF
	16. Accurate and consistent record keeping and reporting skills.	√		AF/I
	17. Practical skills and ability to set up talks, tours, workshops and exhibitions.	√		AF/I
	18. Understanding of health & safety responsibilities and the ability to undertake risk assessments for diverse groups and activities.	√		I
	19. Effective use of social media		√	I
Equal Opportunities	20. Experience and commitment to putting equal opportunities into practice.	√		AF/ I
	21. Knowledge and understanding of the particular issues affecting disadvantaged communities.	√		AF/I
Flexibility	22. The ability and willingness to work outside normal office hours, including evenings and weekends.	√		I