



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	WBC
Directorate:	Economy
Section:	Culture
Post Title:	Project Manager
Post Number:	
Accountable to:	Museum Manager
Management responsibility for:	
Authority to liaise with:	Internal - All staff in Worthing Museum & Theatres. External – Teachers & staff, Shoreham Academy and The Gateway Project participants, students, support workers, volunteers and users of all venues and local groups.

Area	Requirements	
	Essential	Desirable
Qualifications	Good general education to A level standard or equivalent.	Degree level qualifications in related subjects (Fashion, History, Curation, Education)
Professional Registration (where applicable)		
Knowledge & Experience		

<p>(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)</p>	<p>Previous experience of project management in the arts or education.</p> <p>Knowledge of budget management.</p>	<p>Proven track record of successful project management and delivery in the arts or education.</p> <p>Previous experience working with children and young people in an education environment.</p> <p>Proven experience of successfully managing a budget.</p> <p>Previous experience working in a museum.</p> <p>In-depth knowledge of fashion and costume.</p>
<p>Skills</p>		
<p>Communication/ relationship</p>	<p>Internal: Ability to communicate effectively with managers, colleagues and all staff in Worthing Theatres, the Culture Department and the Council</p> <p>Ability to work as part of a team</p> <p>External: Excellent written and oral communication skills</p> <p>Ability to speak with confidence and convey enthusiasm to a wide range of people of all abilities and ages.</p> <p>Ability to develop effective working relationships</p>	
<p>Analytical/ judgmental</p>	<p>Attention to detail in all areas of work is essential.</p> <p>Ability to analyse figures and data.</p>	

Planning/ organisational	Ability to work on own initiative Ability to meet deadlines Must be very organised, accurate and methodical Ability to prioritise and organise own workload	
IT	Evidence of intermediate training on Microsoft Excel and Word Evidence of experience of working with and creating spreadsheets.	Evidence of advanced training on Microsoft Word and Excel Experience of working with Google programmes (including Docs, Sheets and Mail)
Physical		.
Abilities		
Physical		
Mental	Attention to detail is essential Positive attitude to all aspects of the post Self-motivated Forward thinking	
Emotional	Calm under pressure	
Working conditions / Style		
Other: • Enthusiasm for Culture and Education is essential.		

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	

Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	