

Person Specification : Widening Participation Co-ordinator

ATTRIBUTES & EXPERIENCE	ESSENTIAL	DESIRABLE
1. Relevant Experience	<p>Experience of research and relationship building for art and/or craft related outreach projects</p> <p>Experience of co-ordination of projects, including art/craft related outreach projects involving young people, and/or community groups</p> <p>Experience of working with schools and/or FE colleges in a professional capacity on art/craft related projects</p> <p>Experience of mentoring and/or training of assistants, volunteers and participants in safe working practices</p> <p>Experience of organising resources and schedules for public facing workshops or equivalent project management</p> <p>Experience of keeping records of key information for evaluation and impact reporting</p>	<p>Professional experience as an artist or craft practitioner</p> <p>Experience of writing successful funding applications for public facing projects</p> <p>Experience of successfully delivering funded projects</p> <p>Experience of writing evaluation reports for funded projects</p> <p>Experience of giving presentations on projects in different contexts such as to funders, to students, to teachers, to school pupils</p>
2. Education and Training	Undergraduate Degree in Art related subject	<p>PGCE or equivalent teaching qualification (in progress or completed)</p> <p>Postgraduate Degree in art related subject</p> <p>Health and Safety training</p> <p>Mental Health First Aid training</p> <p>Training related to neuro diversity and anti-bias</p>
3. General & Specialised Knowledge	<p>Extensive knowledge of Art and/or craft practices</p> <p>Knowledge of outreach programmes employed by galleries and educational settings</p> <p>Awareness of the importance of Health and Safety as it applies to art projects with public participants from a range of backgrounds and age groups</p>	Working knowledge of effective marketing of art and/or workshop activity through social media

	Working knowledge of IT and applications such as Word and Adobe Creative suite	
4. Skills, abilities and attributes	<p>Ability to engage with sensitivity and to motivate individuals from a range of backgrounds and age groups</p> <p>Ability to act as an ambassador, to present in different contexts</p> <p>Excellent communication skills, literacy, accuracy and attention to detail</p> <p>Excellent organisational and project management skills</p> <p>Ability to work effectively within a team</p> <p>Ability to work independently, setting and achieving goals with a pro-active attitude and initiative</p> <p>Adaptability and willingness to identify and make improvements in methods of working in liaison with colleagues</p> <p>Ability to network and initiate projects</p> <p>Confident meeting new people and building lasting professional relationships</p> <p>Disclosure and Barring Service clearance (or agreement to obtain if not currently held)</p>	