

Person Specification

Essential	Desirable
Hardworking and practical, with a willingness to undertake a variety of different tasks. A 'can do' attitude with a willingness to go 'over and beyond' in fulfilling the role to the highest standard	A degree and / or professional qualification in a relevant subject
Commercially driven, with proven experience in the proactive management and operation of a busy, income earning customer focussed visitor attraction or hospitality business	Experience of the heritage sector, including the preservation and interpretation of fine art, memorabilia and chattels
A clear appreciation of the need to balance income generation with the conservation and preservation of Arundells and its unique collection artwork and memorabilia	An interest in political, modern British and European history, the legacy / achievements of Sir Edward Heath as a Prime Minister and statesman, and the willingness to learn more
An appreciation of a wide range of collection items. A willingness to learn about the collection at Arundells; the role that it plays, its importance as a resource, and its care / preservation	The planning and management of building related repair and maintenance projects – particularly those related to Listed properties and gardens – and capital improvement works
A warm and engaging personality. Exceptional communication skills – both written and verbal. The ability to engage effectively – with sensitivity and thought – with people from different backgrounds	Experience of managing Listed buildings and protected environs. A working knowledge of land and property law
Well versed in the preparation of operating budgets, the analysis of performance against budget and the preparation of clear, concise financial reports / projections	Experience as a Company Secretary, or similar role in regard to a Registered Charity, responsible for accurate record keeping, timely submissions and compliance with statutory requirements. Experience in taking the minutes of board meetings, reproducing these in a draft format for subsequent consideration and approval

Essential	Desirable
The ability to balance conflicting interests in a sensitive but decisive way in the achievement of agreed objectives. To be able to introduce and manage change in a clear, calm, but resilient manner	Experience working with specialist external advisors and consultants, including building surveyors, auditors / accountants and members of the legal profession
Maturity, good grace and a sense of humour, combined with drive, enthusiasm, and integrity	A confident public speaker who actively enjoys delivering illustrated talks and leading tour groups
Experienced in the planning, marketing and successful delivery of a range of different public facing events – including private and corporate hire and sponsorship opportunities	Has worked with schools and colleges to develop education opportunities and community outreach across differing age groups
The identification of funding opportunities through trusts and grant making bodies, and the formatting and submission of successful applications for financial support	Experience in working with visitors with additional access needs, disabilities or special educational requirements
Proven expertise in the effective line management and support of staff with different skill sets and the identification / delivery of training needs	An interest in or knowledge of sailing and music
Working closely with governing bodies or charity trustees; attending meetings, providing verbal updates of key issues, and drafting and delivering written reports	
Health, Safety & Welfare – A good appreciation and working knowledge of health, safety & welfare in the workplace, including the preparation of policies, risk assessments, emergency evacuation procedures, and additional protocols / procedures to ensure a safe environment for staff, volunteers and visiting members of the public	