



Person Specification

| Selection Criteria | Essential | Desirable |
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| 1. Impact on others | <p>Polite telephone manner and capacity to remain calm when dealing with issues from site</p> <p>Desire and capacity to support other team members</p> | |
| 2a. Acquired Qualities: Qualifications | <p>Grade C/4 (or higher) GCSEs, pass in Functional Skills L2, or equivalent qualifications in Maths and English Language</p> | <p>Formal qualification in MS Office</p> <p>Relevant qualifications in stonemasonry or building conservation e.g. FdSc Historic Building Conservation, Stonemasonry or Heritage Skills NVQ or a qual with the IHBC</p> |
| 2b. Acquired Qualities: Work Experience | <p>Highly competent with MS Word and Excel</p> <p>Proven success managing own workload of many tasks</p> <p>Knowledge of data protection issues</p> | <p>Background in the Construction or Heritage sectors</p> <p>Experience managing websites, social media platforms and/or databases</p> <p>Experience in a Business Generation/Development role</p> <p>Experience with MS Teams</p> |
| 3. Innate Abilities | <p>Extremely well-organised</p> <p>Self-motivated</p> <p>Courteous</p> <p>Good team player</p> | |
| 4. Motivation | <p>Determination to meet targets</p> | <p>Particular interest in Business Generation/Development</p> <p>Willing to undertake training</p> |
| 5. Adjustment | <p>Ability to deal with change</p> | |