

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD(S) OF ASSESSMENT</b> (application form/interview/practical demonstration/ presentation/reference/ certificate of qualification)
1. Degree or equivalent museum experience	✓		Application form/certificate of qualification
2. Post graduate museum qualification		✓	Application form/certificate of qualification
<b>Experience</b>			
1. Caring for museum/archive collections	✓		Application/Interview
2. Working with community groups	✓		Application/Interview
3. Developing museums documentation and online databases	✓		Application/Interview
<b>Skills</b>			
1. Able to organise and assess large amounts of information	✓		Application/Interview
2. Able to work with a variety of different groups of people	✓		Application/Interview
3. Good attention to detail	✓		Application/Interview
4. Ability to plan and manage workload to meet project deadlines	✓		Application/Interview
5. Computer literate and able to use a wide range of software including Collection Management Software (Moses)	✓		Application Form/Interview/ Presentation
<b>Knowledge</b>			
1. Understanding of Kent Mining Heritage		✓	Interview
2. Knowledge of the UK Museums and Archives Accreditation standards	✓		Interview
3. Understanding of Intellectual property issues such as copyright and data protection		✓	Interview
4. Knowledge of collection management standards e.g. SPECTRUM, Benchmarks in Collections Care	✓		Interview
5. Understanding of equal opportunities	✓		Interview
6. An understanding of safeguarding and its importance within the environment	✓		Interview
7. Working knowledge of Microsoft Office Packages; Outlook, Word, Excel	✓		Application/Interview
<b>Other</b>			
1. Suitable to work with children, young people and vulnerable adults	✓		Application
2. The candidate will be asked to undergo enhanced DBS clearance	✓		Interview
3. Ability to travel as necessary	✓		Interview