

# Tunbridge Wells Borough Council

## Person Specification



**POST TITLE:** Creative Health Projects Assistant

**GRADE:** 2

**SERVICE:** The Amelia Scott

| CRITERIA                        | ESSENTIAL                                                                                                                | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HOW IDENTIFIED                 |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>EXPERIENCE</b>               | Experience of facilitation of groups for adults who may be challenging, ideally in a creative health / wellbeing setting | <p>Experience of working or volunteering with people in housing need and / or older people in a creative health / wellbeing setting</p> <p>Understanding of co-production methods applicable to creative health / wellbeing settings</p> <p>Understanding of data collection methods suitable for creative health settings</p> <p>Experience working or volunteering in an arts or heritage environment</p> <p>Experience assisting with event organisation and delivery</p> <p>Experience with museum object handling</p> <p>Experience of working / volunteering within a local council environment</p> | Application form and interview |
| <b>QUALIFICATIONS/ TRAINING</b> | Educated to A Level or equivalent                                                                                        | <p>Degree in creative / cultural subject</p> <p>Level 3 Award in Education</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Application form and interview |

| CRITERIA                                   | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                       | DESIRABLE                                                                                                                                                                                       | HOW IDENTIFIED                        |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>KNOWLEDGE</b>                           | <p>Understanding of the needs of potentially vulnerable adults.</p>                                                                                                                                                                                                                                                                                                                                                             | <p>Understanding of lesson planning and facilitation of creative groups for adults</p> <p>Understanding of the benefits of cultural access for supporting and promoting wellbeing in adults</p> | <p>Application form and interview</p> |
| <b>PRACTICAL &amp; INTELLECTUAL SKILLS</b> | <p>High level of interpersonal skills in order to work with multiple audience types</p> <p>Excellent customer service skills</p> <p>Computer literate and proficient in the use of Word, Excel, Outlook and PowerPoint</p> <p>Accuracy, numeracy and good attention to detail</p> <p>Ability to meet deadlines, manage own diary and time management skills</p> <p>Good literacy skills with excellent spelling and grammar</p> |                                                                                                                                                                                                 | <p>Application form and interview</p> |
| <b>DISPOSITION/ ATTITUDE</b>               | <p>Interest in heritage and culture, specifically in how this can be used to support wellbeing in adults</p> <p>Person centred approach to working</p> <p>Team player able to work on own initiative</p>                                                                                                                                                                                                                        |                                                                                                                                                                                                 | <p>Application form and interview</p> |
| <b>SPECIAL REQUIREMENTS</b>                | <p>Drivers license, and own transport</p> <p>Ability and willingness to work nonstandard hours</p> <p>Satisfactory Enhanced DBS check</p>                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |                                       |