

## Person Specification

### Skills

- Education to degree level in a relevant subject **essential**
- Professional library qualifications or substantial experience of library work **essential**
- Good IT skills **essential**
- Good organisational skills and the ability to work to deadlines **essential**
- Knowledge of professional standards **essential**
- Excellent communication and interpersonal skills **essential**

### Experience

- Special Library collections experience **essential**
- Experience of successful project management **desirable**
- Experience of working with non-library collections **desirable**
- Experience of exhibiting collection items **desirable**
- Experience of supervision of staff **desirable**
- Experience of working with and managing volunteers **desirable**
- Experience of working as part of a team **essential**
- Evidence of ongoing training and development **essential**
- Experience of working with or using archives **desirable**