

Community Co-Producer Job Role and Person Spec Matrix

DUTIES	ESSENTIAL				DESIRABLE		
	COMPETENCIES		EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE
To strengthen relationships with local people who can champion the museum and help steer its future.	Effective communicator with a wide range of audiences		<p>Experience of working in community engagement projects</p> <p>Experience of working with a diverse range of audiences and organisations</p>	Knowledge of best practice for community engagement work in cultural settings	Knowledge of locally used languages and or BSL	<p>Experience of working in medical or healthcare settings or with representative audiences</p> <p>Experience of working in community engagement projects in the cultural sector</p>	
To establish Core – our centre for community and co-creation working with our Volunteer Coordinator and Learning team.	<p>Patient and flexible team player</p> <p>An effective administrator able to manage multiple tasks and projects to a strict timetable</p>		Experience of developing, delivering and administrating projects and managing budgets	Knowledge of best practice for community engagement work in cultural settings		Experience of working with artists and other facilitators and commissioning and managing creative content	

DUTIES	ESSENTIAL				DESIRABLE		
	COMPETENCIES		EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE
<p>To establish a co-created and inclusive programme each Monday when Harehills residents and those working locally will have free entry.</p>	<p>Able to inspire others, with excellent interpersonal skills</p> <p>Self-motivated with a desire to learn new skills and information</p> <p>An effective administrator able to manage multiple tasks and projects to a strict timetable</p>		<p>Experience of developing and delivering cultural and wellbeing programmes</p>	<p>Knowledge of best practice for community engagement work in cultural settings</p>		<p>Experience of working with artists and other facilitators and commissioning and managing creative content</p>	<p>Knowledge of cultural programmes for Social Prescribing</p>
<p>To help develop inclusive access to all the museum's exhibitions and events. To co-create programmes to improve health and wellbeing and create change for good</p>	<p>An effective communicator with a wide range of audiences</p> <p>Able to inspire others, with excellent interpersonal skills</p> <p>Attention to detail and commitment to high standards of work</p>		<p>Experience of working in community engagement projects</p> <p>Experience of working with a diverse range of audiences and organisations</p>	<p>Experience of working with a diverse range of audiences and organisations</p>		<p>Experience of working in medical or healthcare settings or with representative audiences</p> <p>Experience of developing and delivering cultural and wellbeing programmes</p>	

DUTIES	ESSENTIAL			DESIRABLE			
	COMPETENCIES		EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE
Assist Development Director with applications for funding	Good standard of written English		Experience of developing, delivering and administrating projects and managing budgets			Experience of contributing to applications for funding programmes	
Facilitate the museum's Access Panel	Effective communicator with a wide range of audiences Able to inspire others, with excellent interpersonal skills		Experience of working with a diverse range of audiences and organisations				
Support the integrated collections, interpretation and learning department	Keen to develop strong links with colleagues across the organisation to ensure the promotion of all TMM activities						

DUTIES	ESSENTIAL			DESIRABLE			
	COMPETENCIES		EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE	COMPETENCIES	EXPERIENCE & QUALIFICATIONS	SKILLS & KNOWLEDGE
<p>Supporting the wider mission of the museum</p> <p>Passionate about protecting the good reputation of the Thackray Museum of Medicine (TMM)</p> <p>Keen to develop strong links with colleagues across the organisation to ensure the promotion of all TMM activities including fundraising and marketing</p>	<p>Awareness of and enthusiasm for the mission of the Thackray Museum of Medicine</p> <p>A good team player with a can-do attitude</p> <p>Empathy with the aims, goals and values of the charity: professional, caring and committed</p>						

