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**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/Training/Qualifications** | * No essential requirement as assessment equally weighted on experience.
 | * Degree or equivalent in Business Studies, Marketing or related subject.
* IOSH Managing Safely Qualification
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| **Experience** | * Successful commercial management experience.
* Ability to demonstrate performance in budget control and management.
* Management of People focussed services.
* Understanding of both high quality customer service and principles.
* Experience of setting and contributing to strategy
 | * Experience of the Archaeological sector.
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| **Competencies** | * Well-developed interpersonal and communication skills
* Excellent organisational skills
* Innovative and proactive in the delivery of business plan objectives and targets.
* Excellent team player
* Ability to work under pressure
* Use of Microsoft programmes
* Current driving licence and own car.
 | * Ability to engage with future clients.
* Ability to develop relationships with current and past clients.
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| **Values and attitudes** | * Proactive and solution-focussed
* Flexible according to the needs of the business
* Smart appearance
* Confidence
* Enthusiastic
* Committed to equal opportunities
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