

BOROUGH OF POOLE JOB DESCRIPTION

SERVICE UNIT: Culture and Community Learning
JOB TITLE: Wessex 5 Museums Project Manager
REF No: ML5335
GRADE: I
JE REF No: MLOGI
RESPONSIBLE TO: Museum and Arts Manager
WORKING DAYS: 2 days (14.8 hours) a week
CONTRACT DURATION: Fixed term to 31st March 2017
SALARY: £29,558 - £31,846 pro rata

BACKGROUND

Borough of Poole Museum Service is the lead Partner of the Wessex 5 Partnership of museums. The other Partners are Russell-Cotes Art Gallery and Museum (Bournemouth), Dorset County Museum (Dorchester), Salisbury Museum and Wiltshire Museum (Devizes).

In March 2015 the Partnership was awarded £473,704 from the Arts Council England Museum Resilience Fund to carry out a two-year project to enhance the resilience of the Partner museums. In addition to the Partners' individual fundraising and governance work, the project will focus on the development of collaborative working, learning and sharing through a Partnership strategy and cultural tourism and exhibition work.

A key role in the programme is that of the Project Manager, who is being recruited for the lifetime of the project to ensure its effective delivery and to work directly on Poole's workstream. The successful applicant will work two days a week at Poole Museum and travel to Partner museums and elsewhere as required.

We are looking for a creative person with great heritage management, administrative and communication skills who will work with Poole's Museum and Arts Manager to ensure that this is a landmark project for museums in Dorset and Wiltshire.

MAIN PURPOSE

- To manage the delivery, administration and financial administration of the Arts Council England funded Wessex 5 Partnership Museum Resilience Fund Project programme, producing a detailed project delivery plan, and monitoring progress to ensure all milestones are met and the Partnership and individual Partners achieve agreed outputs and outcomes.
- To manage the communications of the Partnership and to provide central support, liaison, networking and communications for Partners and programme teams.
- To manage and monitor the finances of the programme and ensure that each Partner provides correct and timely financial information as required. To report on the project as required to the Project Board and Arts Council England.
- To manage the Poole Museum Service workstream of the programme.

MAIN RESPONSIBILITIES

Programme Management

1. To be responsible to the Museum and Arts Manager and the Project Board for the successful management of the programme and ensuring that it is delivered, administered, reported on and evaluated according to the requirements of Arts Council England and the Wessex 5 Project Board.
2. To lead on the development of the Partnership strategy and to produce a detailed project delivery plan, to be agreed by the Project Board, and monitor progress, reporting to the Board, to ensure all milestones are met.
3. To maintain a project risk register and report on this to the Museum and Arts Manager and Project Board.
4. To manage the appointment of contractors and the procuring of goods and services for the Partnership and Poole Museum Service.
5. To directly manage the Poole workstream.

Communications and networking

6. To manage the communications of the Partnership.
7. To promote the reputation and programme activities of Partnership and the Partner museums and to create and issue agreed marketing and communications on behalf of Poole and the Partnership, either directly via social media, email, web and printed materials and through other media channels, such as Borough of Poole's Communications team.
8. To network and liaise with internal and external stakeholders, including the Partner museums and their staff, Arts Council England, Borough of Poole councillors and employees and sector organisations.
9. To be based at Poole Museum but also to travel to Partner museums as required.
10. To work with the Museum Development Officers for Dorset, Bournemouth and Poole and Wiltshire on the delivery of specific aspects of the programme and to ensure compliance with the Arts Council condition that there should not be clash or duplication with the Arts Council funded Museum Development programme.

Project Board

11. To manage the business of the Project Board and any sub-committees and working groups, in liaison with Borough of Poole Culture and Community Learning Business Support.
12. To present information and put forward recommendations to the Project Board and internally and externally through briefings, presentations, talks or written reports.

Financial Management and statutory requirements

13. To ensure correct and timely reporting to Arts Council England takes place using the Interim Report form template and any other required processes, and that effective evaluation of the project is commissioned.
14. To be responsible for successful control of allocated budgets and to develop, manage and deliver projects according to established procedures.
15. In consultation with Borough of Poole Culture and Community Learning Senior Accountant to effectively manage and carry out the financial accounting of the programme, reporting as required and in a timely manner to the Project Board and Arts Council England.
16. To ensure that each Partner museum carries out its financial accounting and reporting correctly and in a timely manner.
17. To ensure that the Partnership adheres to all applicable rules, regulations, legislation and procedures e.g. Health and Safety, Data Protection and has in place all appropriate policies and monitoring procedures.
18. To ensure that the terms of the Partnership Agreement and the conditions of grant are complied with by all parties and to bring to the attention of the Museum and Arts Manager and the Project Board and instances of breach of these.

Other

19. To travel in the Borough (and to other areas of the UK) in pursuance of the responsibilities of the post in an agreed timely manner, including lone-working and the carrying of materials in a vehicle.
20. To undertake such other duties as may be required from time to time commensurate with the level of the post.
21. To participate in training and development and to undertake such other duties as may be required from time to time commensurate with the level of the post.
22. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by Michael Spender

10th April 2014



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PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of project management in a heritage (and preferably museum) context • Experience of clerical and financial administration • Experience of marketing and communications • Experience of representing an organisation in a public forum. • Experience of drafting formal progress reports to project boards and grant awarding bodies. • Experience of procuring services and monitoring the performance of contractors • Experience of tourism development • Experience of organising events and heritage activities 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> • A relevant degree or equivalent experience in a relevant area • A professional qualification or equivalent practical experience 	<p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Certificates</p>
<p>APTITUDES/ABILITIES</p> <ul style="list-style-type: none"> • Excellent organisational and administrative skills • Excellent communication and presentation skills • Proven analytical and problem solving skills • Ability to negotiate and resolve conflicting priorities with stakeholders from partner organisations • Ability to manage risks to project delivery against agreed milestones, success criteria and budget. • Team leadership and team member skills • Ability to advise and challenge internal and external stakeholders on complex and contentious issues • Ability to manage and prioritise a complex, varied and regularly changing caseload with competing demands and to work under pressure and meet targets • Ability to provide authoritative and complex advice on areas associated with the project through own specialist knowledge • Ability to correctly manage personal data and confidential information • Strong understanding and commitment to customer and stakeholder care and management 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form</p> <p>Interview</p>

<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of current and future national, regional and community strategic, policy and operational issues and good practice in the museums sector • Knowledge of fundraising and development issues and good practice in the museums sector • A good understanding of how independent and local authority controlled museums function and issues that affect them • Understanding of tourism, communications and marketing in cultural and heritage contexts • Excellent ICT knowledge, such as in Microsoft Office suite, databases, web and social media • Knowledge of current learning initiatives and understanding of learning styles 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form Interview References</p>
<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> • Self motivated and committed to delivering high quality activity and products on time and on budget • Commitment to diversity and equal opportunities • Commitment to CPD and training 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application form Interview References</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> • Willingness to commit to work flexibly including weekend and evening work when required in accordance with the needs of the post and activities • Willing to travel in the Borough and the UK as is required for the post • Full valid UK driving licence and access to a vehicle 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form Interview References Driving Licence Insurance certificate</p>