

Job Description

Project Officer – *Safeguarding Nidderdale's Heritage*

Reporting to:

Chairman of Nidderdale Museum Society

Context:

Safeguarding Nidderdale's Heritage is a resilience project funded by the National Lottery Heritage Fund (NLHF) which is aimed at establishing a strong foundation for Nidderdale Museum and its impressive collection that will enable it to explore future projects to engage and inspire people with the rich heritage of the dale. This project focuses on the following areas to create a firm base on which the Museum can build:

- Recruitment and training of a wider range of volunteers of all ages
- Re-accreditation
- Production of a business plan and digital strategy
- Scoping a replacement collections database.

Role specific:

The post-holder will be responsible for the planning, co-ordination and delivery of the project over 15 months, including:

- Managing the project and reporting back to the Chairman and Project Group
- Researching and recommending the appropriate consultants to be appointed
- Managing the work of the consultants and of the Trainee Placement
- Working to the project plan and keeping it under review
- Managing the project budget, with input from Chairman
- Establishing volunteer groups in various areas of the collections, to feed information into the project
- Assisting or leading with the recruitment of new volunteers
- Identifying and sourcing training that can be undertaken with volunteers and Trustees
- Identifying and establishing ways of consulting with the local community and volunteers
- Interacting with the local press, community, volunteers and Trustees
- Working with consultants who may be brought in to carry out certain parts of the project
 - Assisting with collecting and collating re-accreditation documents
 - Assisting with auditing current procedures and identifying key issues
 - Assisting with creation of a Business Plan and Digital Strategy
- Becoming familiar with current Collections Database and researching other possibilities
- Ensuring that 'all the balls are kept in the air' throughout the project
- Completing an evaluation of the project
- Identifying the next steps and working on possible funding bids.

Accountabilities of the role:

- Line management responsibility: the post-holder will be required to manage a part-time Trainee Placement for the period of the project lifespan, and perhaps a Project Assistant for parts of the project
- Budget responsibility: the post-holder will be responsible for monitoring the project budget and reporting to the Board of Trustees and NLHF.
- Internal contacts: Chairman, Board of Trustees, Project Group.
- External contacts: Key partners involved with the NLHF bid submissions, NLHF officers, consultants and advisors, local community and organisations.

Requirements of the role:

- proven record in project management and working within the heritage sector
- awareness and understanding of the subject matter of the project and the local area
- proven record of working with volunteers and training
- awareness of working with funding bodies (e.g. NLHF)
- good level of proficiency with Microsoft packages
- good interpersonal and communication skills
- good financial skills –budget monitoring and financial reporting
- self-motivated and able to prioritise own workload

Hours:

2 days per week (15 hours)

Duration:

15 months from as soon after 1 June 2021 as possible

Salary:

£32,708 - £34,632 (pro rata) (£17-£18 per hour)

Location:

Nidderdale Museum, Pateley Bridge, North Yorkshire