

Job Description

Trainee Placement – *Safeguarding Nidderdale’s Heritage*

This is an opportunity for a placement for a newly qualified museums professional / heritage graduate. It would be an invaluable source of experience working on a resilience project with an experienced Project Officer and committed Trustees and volunteers. The Museum will benefit from the enthusiasm and up-to-date knowledge of heritage issues of a keen young person.

Reporting to:

Project Officer and Chairman, 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 younger volunteers
- Re-accreditation
- Production of a business plan and digital strategy
- Scoping a replacement collections database.

Role specific:

The trainee will be a young person (under 24) who will assist the Project Officer with efficient and effective administrative support in order to ensure the smooth-running of the project including:

- Working on the project as directed by the Project Officer

In particular, it is expected that the trainee will take on some particular responsibilities including

- Supporting internal and external communications on the project e.g. writing newsletter articles
 - Working with the Museum mentor and Accreditation Officer at Museum Development Yorkshire to identify requirements in re-accreditation and the SPECTRUM system
 - Compiling and collating re-accreditation documents
 - Identifying possible ways of working digitally that could be introduced at minimal cost
 - Introducing some digital ideas or work on social media platforms
 - Working with the consultant looking at Digital Strategy
 - Reviewing the Collections Database and researching other possibilities
 - Tidying the current database entries ready for possible transfer
 - Collating data to contribute to the evaluation of the project
- Working on general administration or with the collections and volunteers in the Museum as directed by the Chairman of the Museum

Accountabilities of the role:

- Line management responsibility: None.
- Budget responsibility: None.
- Internal contacts: Project Officer, Chairman, Museum Trustees and volunteers
- External contacts: Key partners involved with the NLHF bid submissions, NLHF officers, consultants and advisors, Museum Development Yorkshire, local community and organisations.

Requirements of the role:

- relevant experience in heritage issues
- good written and verbal communication skills
- well-organised and good attention to detail
- good level of proficiency with Microsoft packages
- able to work independently and manage own workload
- willingness to engage fully with the re-accreditation process
- experience with collections databases helpful
- experience with digital issues and social media platforms helpful

Hours:

15 hours per week for the duration of the project. Ideally 1 day per week working with the project Officer and 1 day per week working as directed by the Project Officer or Chairman

Duration:

15 months

Salary:

£9 per hour (£17,316 pro rata)

Location:

Nidderdale Museum, Pateley Bridge, North Yorkshire