

Activity Co-ordinator - Development Project



National Army Museum

Post: Activity Co-ordinator – Development Project Post No: NAM 773

Reports to: Assistant Director (Public Programmes)

Job role

Responsible for the planning, co-ordination and delivery of all Museum Development Project related activity across multiple sites including the Museum in Chelsea, new facilities North of London, temporary locations and off-site. Activities will include community participation and engagement, facilitating focus groups, piloting projects and ideas in relation to outreach activities, Museum exhibitions and galleries, and formal and informal learning. A key priority will be drawing up and developing our activity plan for our Phase 2 bid to the HLF.

Job Description

1. The post-holder is responsible for:

- a. The development, co-ordination and delivery of the Museum's programme of outreach activity and learning, participation and engagement projects, that positions the Museum as an organisation at the heart of the learning experience.
- b. In conjunction with the Access and Outreach and Education Departments, facilitating focus groups, piloting projects and ideas in relation to educational and outreach activities, Museum galleries and interpretation, formal and informal learning.
- c. Developing and managing social inclusion and community engagement, working with community partners to reach diverse audiences, ensuring that the Museum is integrated into the community.
- d. In conjunction with the Museum's Website Development Officer, delivering web-based resources in support of outreach.
- e. Working in conjunction with key staff to ensure the delivery of interpretation in exhibitions and galleries is appropriate for the target audience and achieves learning objectives.
- f. Developing, managing and delivering programmes for minority language and minority ethnic audiences in conjunction with relevant staff and key stakeholders.
- g. In conjunction with the Regimental Museums Liaison Officer, developing and co-ordinating touring exhibitions and writing briefs.
- h. In conjunction with the Fundraising Development Department, assisting with the preparation of bids for external funding.

2. Resource Management

The post has no direct line-management responsibilities, but will co-ordinate staff, volunteers and contractors in conjunction with the Assistant Director (Public Programmes) and the Museum's Volunteer Co-ordinator, and liaise as appropriate with the Museum's Staff, Senior Management, Trustees and Supporters.

3. Internal Relationships

a. The post holder will need to work closely with the Museum HLF Bid Team and maintain a close working relationship with the Education Department, Collections and Interpretation staff and the Visitor Services Department.

4. External Relationships and Partnerships

a. Establishing and maintaining a wide range of partnerships including government departments and agencies, education and library boards, cultural, heritage and media organisations, training and employment organisations, youth agencies, language bodies, community networks, formal learning providers including universities, colleges and schools, and other organisations who have an influence on, or may contribute to, the achievement of the Museum's activities.

5. Health & Safety

a. Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

6. In addition, the post-holder is required to:-

- a. Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
 - b. Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
 - c. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer; especially to promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team Finance Committee, of which the post-holder is a member. To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources.
 - d. Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (Risk Management at the NAM: Matrix of Risks).
 - e. Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - f. Travel to the Museum's Outstations in the RMA Sandhurst and at Stevenage, or any other Outstations or temporary accommodation of the NAM or institutions associated with the NAM, as instructed; other UK and some foreign travel may be required. The post-holder will also be required to work off-site.
 - g. The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Management Team.
 - h. Chair Museum committees, teams and working parties, as delegated by the Director.
 - i. Make presentations to the NAM Council (Trustees), the Director, Management Team and members of staff.
7. The appointment is a fixed-term contract up to November 2013, (subject to a three-month probation period) and pensionable, working 36 hours per week, 5 days out of 7. Additional evening and weekend working may be required. The salary is £27,064pa inclusive of Recruitment and Retention Allowance. The post-holder is required to give two months notice in resigning.
 8. The appointment will be subject to a security clearance through Disclosure Scotland.
 9. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
 10. The National Army Museum is an equal opportunities employer.
 11. The National Army Museum operates a no smoking policy.

Janice Murray, Director
National Army Museum May 2012

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| Location: | Chelsea |
| Category: | Other |
| Duration: | |
| Type of Contract: | Contract |
| Hours: | Full Time |
| added: May 18, 2012 | deadline: June 15, 2012 |

More information: <http://www.nam.ac.uk/vacancies>