

Job Description

Job Title:	Museum Futures Programme Manager
Reports to:	Dorset Foundation Head of National Programmes
Term:	Full Time, Fixed Term from March 2018 to March 2022
Department:	Learning and National Partnerships
Grade:	R3A

Background

The British Museum National programme is the strategic framework for the Museum's engagement with audiences throughout the United Kingdom. To reach these audiences, often for the first time, the Museum is committed to working through partnerships to extend participation in a broad range of cultural history and issues. A major component of the strategy is to work with partner museums to build skills, knowledge and capacity across the museum sector to use collections to best effect.

The Digital Heritage Discovery programme will invest in a new generation of diverse museum professionals to equip them with a dynamic understanding of digital data management, preservation and access practices relating to museum collections. 27 trainees, based in museums across the UK, will form a proactive network through which essential digital skills, tools and workflows are developed and shared between trainees, host museums and the wider sector. Trainees will tackle key challenges of digital management, from securing at-risk legacy data to maximising the value of digital assets such as photographs. Positive action recruitment will seek to appoint trainees who demonstrate a natural digital talent and benefit the diversity profiles of their host museum. After a year of on-the-job training, trainees will be able to harness essential skills and act as champions in the sector, placing digital best practice at the heart of all areas of museum work.

The project will recruit 27 trainees across three intakes, with placements based at up to 24 different partner museums across the UK. Each trainee will be based for a year at their chosen museum but will benefit from the network of other participating museums through regular accredited training sessions and the community of Digital Heritage Discovery trainees.

Main Purpose of Job

- To develop a collaborative project with regional museum partners, to deliver a comprehensive training programme to allow trainees to gain skills in key digital data preservation, management, and access skills, as well as supporting a programme of on-the-job training in broader heritage skills including object handling, object care and outreach approaches.
- Through a thorough strategy outlining an innovative approach to recruitment and working in collaboration with each partner museum, aim to encourage a diverse range of applicants to take part in the Digital Heritage Discovery programme.
- Lead on a training programme that responds to identified knowledge shortages and digital skills gaps to equip a new generation of museum professionals, and support them to further their own careers.
- With support from the Head of National Programmes, co-ordinate the selection of the network of partner museums, ensuring partners fulfil the necessary requirements to successfully host a trainee.

- Support the network of partner museums to develop effective trainee recruitment approaches and the relevant skills to support the Digital Heritage Discovery programme trainees.

Main Duties

- To co-ordinate the selection of the project partnership.
- To co-ordinate the Digital Heritage Discovery network and oversee the knowledge sharing and dissemination of all activity around the project.
- To act as a key central point of contact for partner museum staff and trainees, demonstrating effective relationship-building skills.
- To work with the partner museums to implement all aspects of the programme including the recruitment strategy, training schedules and the management of the Cultural Heritage Level 3 Qualification.
- To oversee the delivery of community participatory outcomes in collaboration with the project partners during both recruitment of trainees and during the traineeships.
- To co-ordinate, write and disseminate reporting documents for the project.
- To manage project budgets, plan financial estimates and resources required from external contractors.
- To deliver the evaluation of project outcomes, working with external evaluation consultants, providing statistical evidence of impact in line with agreed standards, and writing reports for stakeholders including funding bodies.
- To act as an advocate for the programme and for partners.
- To manage a shared online resource centre and related online platforms, arranging partnership meetings and training opportunities.
- To provide information required by the funder as outlined in grant agreements.
- Carry out ad hoc duties as requested.

What are the main work pressures and challenges?

- The post holder must possess a professional, friendly manner and have the ability to communicate effectively verbally and in writing. The role will involve co-ordination of relatively complex scheduling, budgeting and evaluation arrangements in compliance with accepted practice and procedures, all within strict time constraints, and across partners with varied processes and ways of working. The post holder must have first-rate organisational skills, the ability to plan and prioritise effectively, and the capacity to juggle many things at once. Time management and the ability to work unsupervised are key skills.
- Although the museum has experience in developing and delivering equivalent training programmes, the digital preservation skills focus of this initiative will be new. It comes at a crucial time for the sector and is an important opportunity to develop training in important skills for the future of museums. The post holder will however need to navigate this developing priority within museum practice and be sensitive to the many levels of competency and confidence amongst museum colleagues.
- The role requires effective communication and delivery across the British Museum and across diverse partners. This will also include regular contact with trainees who may not always have experience of a professional environment. Sensitivity to trainees' level of experience and specific personal requirements will be essential to succeed in the role.
- The post holder will be required to coordinate a variety of project elements at any one time. S/he will be an important ambassador for the Museum and must be prepared to travel within the UK on a regular basis.

Key Dimensions [e.g. number of staff directly managed, budget responsibilities, specific authority levels, types of decisions taken etc]:

- There will be no staff directly managed by the post holder, but volunteers will regularly support the programme and will be managed by the post holder when appropriate. The post holder will also have to work regularly with colleagues across the Museum and partners at all levels and from all disciplines to ensure the programme runs effectively and to schedule. Running meetings is a key part of the role and the economical use of resources within relatively tight budgets is important.

What are the performance targets or standards?

- Delivery of projects on time, within budget and in accordance with stated objectives.
- High level of satisfaction on the part of partner organisations and Museum colleagues.
- Good documentation and evaluation for each project and overall programme.

What changes are likely to occur in the next two years to this job?

- No changes are anticipated during the course of this time-limited project.

Who are the main contacts of the jobholder and what are the relationships to these contacts [e.g. managing, influencing, advising]?

- The post holder will report to the Dorset Foundation Head of National Programmes at the British Museum, influencing a considerable range of people across the Museum and the partner organisations, as well as supporting the co-ordination of teams specifically brought together for elements of the project.

Person Specification

	Essential	Desirable
Education Subjects and levels	Degree or equivalent qualification	N/A
Other qualifications	N/A	N/A
Specific technical /professional skills & experience	<p>Knowledge of museum and cultural sector</p> <p>Experience of project processes including risk management</p> <p>Excellent communication skills with experience of building and maintaining partnerships</p> <p>Ability to synthesise and report on information orally and in writing</p> <p>IT literate with an interest in broadening digital knowledge</p>	<p>Knowledge of working with underrepresented young people in the cultural/heritage sector</p> <p>Knowledge of skills relating to digital data management, digital preservation and digital access practices within the cultural heritage sector, i.e. museums, archives, collections management</p>
Work experience, likely former jobs	<p>Administration</p> <p>Experience of developing training programmes</p>	<p>Management of projects</p> <p>Experience of working in a museum/gallery or related organisation</p>
Specific managerial skills	<p>Excellent co-ordination and time management</p> <p>Highly developed organisation skills</p> <p>Ability to plan and prioritise effectively</p>	<p>Experience of supervising volunteers</p>
Specific interpersonal skills	<p>Articulate, persuasive, flexible communicator</p> <p>Ability to work within a variety of different teams</p>	N/A

Employee Benefits

Salary

The agreed starting salary for this post is non-negotiable and clearly stated on the advert and covering letter. Normal salary arrangements apply for internal applicants upon promotion or level transfer.

Pension Benefits

British Museum employees are eligible to join the Civil Service pension schemes, you will be provided with information to assist you in making your choice.

Hours

Full time roles are based on a 5 day week of 41 hours including a daily lunch break of one hour. Part-time employees are paid on their net hours excluding lunch breaks.

Annual Leave

The annual leave allowance is 25 days, rising to 30 days after 10 years service. The annual leave year commences on 1 April and new staff will receive their annual leave allowance on joining. In addition there are 10 ½ days public and privileges days. Leave for part-time staff will be calculated on a pro-rata basis.

Additional Benefits

Are subject to change but currently include access to a subsidised restaurant, the opportunity to purchase books, replicas and other items from the Museum shops at discount prices. Museum staff also have access to a Personal Support Service through Workplace Options. There are free eye tests for VDT users and assistance with the purchase of glasses if appropriate

Season Ticket or Bicycle Loan

After two months in post, staff on permanent contracts (or contracts longer than two years) will be eligible to apply for an interest free loan to purchase a season ticket or bicycle

Guidance Notes for Applicants

These notes are intended to guide you through The British Museum's application procedure and help you to participate in the selection process as effectively as possible. Please read these notes carefully before completing your application.

Job Description/Person Specification

The job description and person specification that outline the purpose, main duties and responsibilities of the job as well as the knowledge, skills and experience that we are looking for. It is essential that you read the person specification thoroughly before completing the application form so that you are able to assess how your experience fits with the requirements for the post.

Application Form

The first stage of the selection process is your completion of the application form. This allows us to shortlist applicants for interview and provides a basis for the interview itself. To ensure fairness to all applicants, any decision during the initial sift is based solely upon the information that you include in your application form.

ELIGIBILITY TO WORK IN THE UK

Please ensure that you give details of any restrictions that you have to work in the EU. If you are selected for interview you will be asked to provide us with proof of your eligibility to work in the UK (e.g. passport or Home Office visa). Additionally, under the asylum and immigration act, we are required to check that anyone taking up employment with us has the legal right to work in the EU.

EDUCATION AND TRAINING

Please give details of your full educational career including any qualifications that you have obtained and any further scholarships/awards that you feel would help your application.

EMPLOYMENT

Please give details of all of your previous employment for the past 10 years, beginning with your current/most recent post. If you are successful after interview we will need to contact your last employer and another previous employer before we are able to offer you the post.

PERSONAL STATEMENT

This is your opportunity to give us any further additional information about why you have applied for this post, including experience that you feel is relevant to the main tasks and essential criteria, as outlined in the job description and person specification.

DECLARATION

It is essential that you read the declaration before submitting your application form. Successful candidates may be disqualified later if any information given on the application form is found to be false.

Short Listing

Short listing prior to interview will take place as soon as possible after the closing date for applications and will be carried out by at least two people. Short listing will be based upon how closely candidates have demonstrated they fit the criteria, as set out on the job description and person specification.

Interview

Short listed candidates will be normally contacted by email and given details of the interview date, time, location and any special requirements. If you are able to attend the interview you must confirm with the Human Resources that you wish to do so. The interview process may vary from post to post, any activities such as tests or presentations that we require you to undertake as part of the selection process will be outlined in your invitation to interview.

Offer of Employment

All offers of employment from The British Museum are subject to satisfactory references, health and security clearances.

Data Protection

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided on the Diversity Monitoring Form will be used to monitor The British Museum's equal opportunities policy and practices.

All processing of personal data by The British Museum is undertaken in accordance with the principles of the 1998 Data Protection Act. For more information please go to:
<http://www.thebritishmuseum.ac.uk/corporate/guidance/DataProtectionCodeofPractice.pdf>