

Role profile

Job Title:	Museum Development Officer (Hampshire Solent)
Location:	Chilcomb, Winchester
Line Manager:	Director of Marketing and Digital Engagement
Responsible to:	SEMD Programme Manager

Purpose of role:

- To provide professional development advice, information and support to raise standards and drive excellence in accredited museums, and those working towards Accreditation, in Berkshire and Hampshire.
- To raise their standards of organisational health, collections management and user services in museums. With a particular focus on strong governance, fundraising and innovative use of collections.
- Ensure that the museums have access to tailored advice and support and are able to benefit from the wide range of regional and national opportunities on offer.
- Provide interventions to strengthen future sector sustainability and enable organisational development.
- Develop and maintain effective relationships with museums, local, regional and national agencies and other stakeholders, working collaboratively and demonstrating strong relationship building skills to contribute to South East Museum Development as a challenging, approachable and ambitious agent of change in the region.

Main Responsibilities:

1. Contribute to the successful delivery of the South East Museum Development business plan.
2. Work with the Museum Development Coordination Group and relevant Museum Development Advisory Panels to inform the programme, identify local museum needs and set priorities.
3. Support museums applying for Accreditation and other sector related schemes and standards.
4. Undertake advisory visits, providing strategic and practical advice and support to improve sustainability, procuring the contribution of specialist providers where required.
5. Providing skills development opportunities for staff and volunteers.

6. Develop and maintain partnerships with key stakeholders and sector institutions.
7. Provide quarterly performance and financial reports for regional reporting to Arts Council England and provide updates to internal and external stakeholders as required.
8. Ensure effective communication between the programme, museums and stakeholders.
9. Coordinate and deliver events and other activities enabling museums to share good practice.
10. Contribute to the publication of regional Museum Development newsletters, social media and web site.
11. Develop and commission projects that enable museums to address key needs and priorities.
12. Support and encourage local museum networks and forums to become self-sustaining.
13. Advise on local sector needs and development priorities and produce case studies and strategic information.
14. Invite, assess and process applications for grants and other support opportunities.

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation. The post holder must be willing to undertake duties outside normal working hours.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

Key competencies of role:

- 2.1 Working with People
- 2.2 Adhering to Principles and Values
- 3.1 Relating and Networking
- 4.2 Applying Expertise and Technology
- 5.2 Creating and Innovating

- 6.1 Planning and Organising
- 7.1 Adapting and Responding to Change

Person Specification (competence requirement):

1. Essential qualifications

- Degree or equivalent

2. Essential knowledge/skill/experience

- Advanced knowledge of national museum policies, professional practice and standards, including Accreditation and Designation.
- In depth knowledge of the museum and cultural sector and a good understanding of the current challenges and opportunities facing the sector. Ability to provide leadership for creative and innovative practice for museum services; and the ability to deliver change.
- Working independently and pro-actively, goal and deadline driven.
- Demonstrable experience of relationship building and stakeholder management, including demonstrable negotiating skills.
- Good communication, interpersonal skills and proven presentation skills, to people from different backgrounds and at all levels.
- Personal authority and ability to communicate effectively.
- Organising meetings, events, seminars, etc., for professional colleagues and stakeholders.
- Identifying and developing funding opportunities, partnerships and projects.
- PC, digital and social media literate.
- Practical experience of museum governance types, audience development, fundraising, income generation and collections management.
- Able to multitask.
- Self-motivated and committed to ongoing personal development.
- Experience of working within a museum or heritage organisation and managing development projects with multiple stakeholders.

3. May also include development/desirable requirements – qualifications, skills, knowledge, experience

- Project management skills and experience
- Experience of operating in a similar sector support role.
- Knowledge of the museums sector in the South of England.