

Job Description

Job Role: Projects Coordinator

Service: Herefordshire Museum Service

Role Structure	Role Details
Directorate:	Community Wellbeing
Grade:	HC06
Location:	Hereford
Responsible to:	Museum and Art Gallery Lead (Museum Director)

Main purpose of the role

- To support the delivery of the Hereford Museum and Art Gallery Redevelopment project by coordinating the projects and activity required to support the redevelopment
- To work proactively and creatively with local communities, partners and volunteers to refine and deliver the engagement activity plan
- To ensure National Lottery Heritage Fund delivery grant targets are achieved.

Key Duties and Responsibilities	Frequency of Task
To work closely with colleagues, partners and volunteers to deliver the engagement activity plan outcomes	Daily
Support colleagues to develop co-production programmes and proactively facilitate advisory panels with target audiences.	Daily
Manage and monitor budgets related to the engagement activity plan activities and externally funded projects, making sure they are delivered on time and to budget.	Daily
Manage the administration of engagement activity plan projects within agreed budgets and resources.	Daily
To coordinate the museum's volunteer programme with the Senior Curator (Collections & Engagement) and colleagues	Weekly
To embed evaluation across activities and collate feedback and statistics to meet reporting requirements	Monthly



Key Duties and Responsibilities	Frequency of Task
Manage contracts for projects with freelance creatives, companies and organisation to make sure they are delivered to a high standard, on time and to budget.	Monthly
To manage, monitor and report on National Lottery Heritage Fund strands and budgets to meet reporting requirements	Monthly
Prepare and edit reports, funding bids or supporting documents as part of to support the development the museum service and delivery of the development project	Monthly
Support the development of the service's public programme across sites, outreach and online for core and target audiences. Support the development of collections and engagement projects with partners in line with service and redevelopment project objectives.	Quarterly
Work closely with the Museum and Art Gallery Lead (Museum Director), senior colleagues and the collections and engagement team to ensure programming is aligned to the Redevelopment Project and wider service's mission, vision, and objectives.	Quarterly
Represent Herefordshire Museum Service at internal and external meetings with stakeholders, sector peers and community groups.	As required
To lead the recruitment and management of volunteers to support delivery of the engagement activity plan.	As required
As required, update the museum's website and social media accounts maintaining and contributing to policies and plans such as emergency planning, volunteer strategy, etc	As required
Prepare and contribute to reports, analyse evaluation data and provide updates to colleagues as part of the review and evaluation process	As required
Attend and take part in the Future Events & Exhibitions Workshop, Community Programming Board, Collections & Engagement Team and Whole Team meetings, chair one of the programme meetings and a community panel.	As required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Experience of delivering activity plans for cultural, arts, heritage or NLFH projects. 	Essential	A, I
<ul style="list-style-type: none"> A degree or formal qualification in a subject such as Project Management. 	Desirable	A
Experience & Knowledge		
<ul style="list-style-type: none"> Experience of inclusive programming, encouraging participation and dialogue with local communities, stakeholder groups and volunteers. 	Essential	A, I
<ul style="list-style-type: none"> Experience of working with and coordinating volunteers. 	Essential	A, I
<ul style="list-style-type: none"> Experience of meeting tight deadlines whilst working within agreed budgets. 	Essential	A, I
<ul style="list-style-type: none"> A track record of developing and delivering high quality activity and project plans. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Excellent communication skills with the ability to establish and maintain relationships with colleagues, stakeholders and partners. 	Essential	I
<ul style="list-style-type: none"> Excellent organisation skills including managing multiple project strands simultaneously to demanding deadlines. 	Essential	A, I
<ul style="list-style-type: none"> Excellent ability to respond calmly and quickly under pressure. 	Essential	I
<ul style="list-style-type: none"> Excellent research, problem-solving and analytical skills. 	Essential	A, I
<ul style="list-style-type: none"> Excellent IT skills, including a high level of proficiency with Microsoft Office 365. 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to build a team and develop strong working relationships inside and outside the team to achieve common goals. 	Essential	I
<ul style="list-style-type: none"> Up-to-date understanding of evaluation methods and analysis. 	Essential	I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behaviour, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.





Our values are what we represent as a council and our behaviours are how we act to get things done to reach our potential.

