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|  | **POST TITLE:** | **Rediscover Killhope Project Officer** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 7  Job Evaluation Ref No: N8844 |
|  | **LOCATION:** | Killhope, the North of England Lead Mining Museum |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is not applicable to this post

**Disclosure & Barring Service:** Not applicable

1. **ORGANISATIONAL RELATIONSHIPS:** The postholder will be part of the project team reporting to the Museum Manager. The postholder will ensure that all interventions are in line with the long-term goals and vision of the museum

1. **DESCRIPTION OF ROLE:** To assist in the delivery and project management of the objectives of the stage 2 Rediscover Killhope Heritage Lottery Fund project to ensure the successful delivery of the 6 agreed objectives of the programme, namely to achieve:

* Conservation of the Buddle House to provide an all-weather exhibition and education/activity space
* Conservation of the core collection of museum objects to ensure their preservation and correct display and storage
* Installation of new exhibition and interpretation in the Visitor Centre to maximise audience engagement and understanding
* Installation of new themed play equipment to increase family engagement and understanding of our heritage
* Create opportunities for participation, developing a volunteering scheme and working closely with the local community. The creation of an extensive activity programme to build on the enjoyment and understanding of Killhope’s heritage
* Installation of new signage and the creation of an external catering/education area to improve visitor access and meet visitor demand

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities of the post, all of which are actions to increase visitor numbers and profitability at the musuem:

* The Project Assistant will work with the Museum Manager and Project Manager to implement the proposals to deliver the six objectives above and will be a point of contact for designers and contractors.
* Implementation will be achieved by undertaking the actions outlined in the Rediscover Killhope Activity Plan which forms the basis of the Heritage Lottery Fund funded project.
* Activity is divided into capital interventions of redisplay and conservation and the development and implementation of actions, programmes and events to improve community engagement, volunteering and education.
* The post holder will help to co-ordinate the physical changes to the buildings on site through close liaison with the contractors and Council specialists.
* Working to the Museum Manager and the Project Manager the post holder will research and implement an activity programme to increase the involvement of local people, new audiences and volunteers.
* In addition the postholder will contribute to the day to day management of the museum.

The above is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification: Rediscover Killhope Project Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | NVQ Level 4 or equivalent qualification in a relevant discipline | Degree level qualification or professional certificate in a relevant discipline | Application form  Selection Process  Pre-employment checks |
| **Experience** | Experience of working on externally funded projects and programmes including reporting on performance and budgets and liaison with external contractors and funders | Project management experience, event and activity development and implementation, familiarity with public sector procurement processes. Familiarity with the specific demands and constraints of a heritage attraction. Experience of dealing with potentially conflicting expectations of stakeholder groups | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | Good IT skills including spreadsheets and databases; excellent verbal, written and presentation skills; ability to communicate effectively and relate to a range of stakeholders, business partners, contractors and public and voluntary sector associates | Knowledge of the museum sector and current good practice in display and interpretation | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | Ability to work as a member of a team and on own initiative; ability to assimilate and interpret complex information  Ability to work to deadlines |  | Application form  Selection Process  Pre-employment checks |