

<b>JOB DESCRIPTION</b>	
Job Title	Museums Partnership Officer
Service	Cultural and Community Services
Directorate	Place & Economy
Job Title of Line Manager	Partnerships, Projects and Funding Manager
Grade	SO1

### **PURPOSE OF THE JOB**

- To develop and deliver partnership projects to support the development of Museums in Cambridgeshire and the Regional Museum Development programme.
- Successfully bidding for external funding to establish partnerships which enable and sustain museums for public benefit, working both across museums and with other partnership organisations.
- Raise the profile of Museums in Cambridgeshire and its contribution to development of Museums in Cambridgeshire and Peterborough.

<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
1	<p><b>External funding Generation</b></p> <ul style="list-style-type: none"> <li>• Identify and bid for funding from external and internal sources on behalf of Museums in Cambridgeshire for the delivery of projects to support partnerships of museums across the County</li> </ul>	20%
2	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Manage and deliver projects, liaising with project partners, appointed project manager and funders</li> <li>• Lead pre-project periods, including appointment of project posts</li> <li>• Monitoring progress of the projects, to identify and work with the Project Manager to resolve issues and keep the projects on track and meeting agreed partnership objectives</li> <li>• Deliver projects to support the development of wider Cultural services within the Cultural and Community Services PP&amp;F team</li> <li>• Report on the progress of projects and their impact for Museums in Cambridgeshire</li> <li>• Deliver and evaluate agreed project outcomes on time</li> </ul>	30%
3	<p><b>Budgetary management</b></p>	10%

	<ul style="list-style-type: none"> <li>• Manage project resources through use of appropriate business systems and contract regulations - assembling financial claims for reimbursement from funding agency and ensuring accurate audited and monitored reports</li> <li>• Deliver agreed project outcomes on budget</li> </ul>	
4	<p><b>Advocacy and Communications Management</b></p> <ul style="list-style-type: none"> <li>• Act as an advocate for, and provide secretariat support to, Museums in Cambridgeshire and promote museum success and the benefits museums bring within the economic, cultural and social well being agendas, using case studies of best practice; as well as providing performance measures</li> <li>• Act as an advocate, recruit and support museums in participating in SHARE Museums East programme</li> <li>• Communicate, promote and publicise the progress of specific projects and final outcomes both in Cambridgeshire and regionally</li> <li>• Encourage networking, learning and communication between partners, projects and programmes</li> </ul>	10%
5	<p><b>Partnership and project development</b></p> <ul style="list-style-type: none"> <li>• Provide support, help and advice to museums in Cambridgeshire</li> <li>• Support museums in Cambridgeshire to achieve and maintain the Museums Accreditation Standard</li> <li>• Identify potential and contribute to collaborative arrangements with external and internal partners in order to influence their strategies and plans and raise the profile of museums</li> <li>• Assess, research and propose further partnership activity, leading to appropriate supplementary funding bids where appropriate</li> <li>• Contribute to new project proposals and bid preparation activities, including project evaluation</li> <li>• Build good relationships with partners through constructive contribution at project and partners meetings</li> <li>• Delivery of SHARE funding agreement activity plan and priorities, particularly intelligence gathering and supporting Museums at risk</li> </ul>	20%
6	<p><b>Strategic Forward Planning</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of the Museums in Cambridgeshire Strategic Plan and the Cambridgeshire Museums Activity Plan as agreed through the Service Level Agreement with Norfolk Museums in order to ensure long term and sustainable future of museums in Cambridgeshire</li> </ul>	10%

<b>PERSON SPECIFICATION</b>	
Job Title	Museums Partnership Officer
Service	Cultural and Community Services
Directorate	Place and Economy
Job Title of Line Manager	Partnerships, Projects and Funding Manager
Grade	Scale SO1
<b><u>Qualifications</u></b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification or equivalent, relevant to Museums</li> </ul>	
<b><u>Knowledge and Experience</u></b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Demonstrable specialist knowledge &amp; understanding in the field of Museums work and curatorial management</li> <li>• Relevant Project Management experience</li> <li>• Experience of making successful external funding bids</li> <li>• Ability to work closely with the voluntary sector</li> <li>• Ability to undertake advocacy and communications work</li> <li>• Understanding of the needs and working of communities and/or businesses</li> <li>• Ability to work in a safe manner</li> <li>• Ability to deal with and respond to enquiries and complaints</li> <li>• Experience of supporting a Museum through Accreditation or applying for Accreditation</li> <li>• Experience of Museum mentoring</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience of working with Committees and a range of local and regional partners</li> <li>• Experience of working in a registered museum or similar environment</li> <li>• Experience of producing press and marketing materials, writing case studies and specialist reports</li> </ul>	
<b><u>Skills</u></b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Ability to negotiate and work with stakeholders</li> <li>• Demonstrable ability to use IT systems and the internet</li> <li>• Excellent interpersonal skills - able to communicate in a friendly, open and constructive manner</li> <li>• Good organisational skills and ability to co-ordinate information from several partners</li> <li>• Ability to work on own initiative and to prioritise workload</li> </ul>	

- Commitment to continuous service and professional development
- Flexibility to work outside normal office hours
- Ability to travel around the county to areas where public transport is limited

**Desirable**

- Flexibility to work from home or other CCC locations
- Logical reasoning and analytical skills
- Experience of editing websites
- Ability to give presentations to partners
- Ability to offer Resilience and business planning advice to Museums

## **Cambridgeshire Behaviours**

### Working Together

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

### Integrity

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

### Respect for others and public resources

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

### Excellence

- I respond to and tackle current and future challenges, providing solutions in the work I undertake