



**Position:** Museum Workforce Project Coordinator

**Organisation:** Museums and Heritage Highland

**Project:** Future Proofing the Highland Museum Workforce

**Employment Status:** Freelance contract, part time, for 9 months.

**Fee:** £7,000

**Hours:** Very flexible and dependent on your approach to the project, but expected to be around 8 hours per week.

## BACKGROUND

Museums and Heritage Highland (MHH) was formed in March 2019. We are a strong, supportive voice for heritage in the Highlands. Our members include museums, galleries and heritage organisations of all sizes from across the region. We work to promote collaborative working and capacity building; promoting partnership opportunities that support our members achieve their purpose and to be sustainable and resilient in challenging times.

‘Future Proofing the Highland Museum Workforce’ is an inspiring new project to support the growth, diversity and strengthening of the museum workforce across the Highlands. As volunteer numbers fail to recover post-COVID and with many paid staff feeling overly stressed daily, this project will develop new initiatives to support and nurture a happy, healthy and well-resourced workforce. Three museums will become dynamic testbeds for projects exploring best practice in working with younger volunteers; in working with remote volunteers and in embedding wellbeing at all levels of an organisation. Training on cross-cutting themes will be delivered across our network and results shared widely.

## SUMMARY

The Museum Workforce Project Coordinator will be the lead support to the test-bed museums, helping them to clearly define the aims and objectives of their project, to create the policies and procedures needed to implement their ideas and working with them to evaluate the changes needed as the project progresses. This position is also responsible for creating the final toolkits that can be shared with the wider sector, ensuring all learning is shared across the network for everyone’s benefit.

## KEY DUTIES

- Collaborate with staff and volunteers from participating museums to understand needs and create a plan for the delivery of each test-bed project
- Develop policies and procedures needed to ensure the projects can be delivered successfully - for example, recruitment docs; induction guides; role descriptions; well-being plans etc
- Review content of resources to ensure quality, accuracy, and appropriate usage.
- Work with the wider MHH team on training delivery in regard to fair work and recruitment, breaking down barriers to participation and ensuring an inclusive approach to all projects
- Support the recruitment and induction of new volunteers in the test-bed museums where appropriate
- Utilise a variety of technologies to build relationships between staff and volunteers and ensure smooth communication between all participants
- Be prepared to act as photographer, videographer and/or audio recorder as appropriate to capture evaluation for the project

- Create downloadable pdf toolkits/case studies for each test-bed museum that be shared online with the wider sector

## **EDUCATION AND EXPERIENCE**

- Minimum 2 years' experience within the cultural sector and specifically in project management
- Good working knowledge of HR processes and procedures
- Experience of volunteer management within the heritage sector, specifically with younger volunteers and in digital/remote volunteering
- Experience of using digital tools for project management and communication
- Skills and experience with videography, audio recording and photography

## **SPECIALISED KNOWLEDGE, COMPETENCIES AND ABILITIES**

- Strong written, verbal, and interpersonal communication skills.
- Commitment to equity, diversity and inclusion in the workplace
- Interest in Scottish History and heritage, specifically the Highlands.
- Familiarity with a wide variety of software platforms, media file formats, and best practices for archival and web publishing purposes.
- Ability to work both on own and in a team-oriented environment with people of diverse ages, abilities, and backgrounds.
- Ability to handle complex projects and a varied workload, to multi-task, be detail-oriented with outstanding organisational skills and good follow-through.
- Ability to be a self-starter who identifies staff/volunteers in need of assistance.
- A knowledge of Gaelic would be desirable.

## **WORK ENVIRONMENT**

You will be required to work from home, but will be supported by MHH's board and staff and there may be some travel required to meet the participating museums.

Museums and Heritage Highland provides equal opportunity for employment to all applicants. No person shall be discriminated against on the basis of race, colour, religion, gender, age, ethnicity, marital status, disability, sexual orientation, or any other status or condition. MHH is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.

## **Position in the Organisation**

This post will report to the MHH Innovation and Network Manager, Nicola Henderson.

## **Application process**

Please apply by sending a recent CV and one of the following four options, detailing why you are interested in the role, your relevant experience and why you're the right person for the job.

- A letter (either on paper or emailed) no longer than 500 words
- A video no longer than five minutes
- A voice recording of no longer that five minutes
- A PowerPoint presentation of no more that ten slides (and no more than 500 words)

**Contact for more information and for submitting your application:** Nicola Henderson, [nicola.henderson@museumsandheritagehighland.org.uk](mailto:nicola.henderson@museumsandheritagehighland.org.uk) Please use WeTransfer for any large files.

**Deadline for applications:** 30th August 2024

**Interviews:** w/c 9th September

**Start Date:** As soon after 16th September as possible

Project Supported by

