

## Job Description



<b>Title:</b>	Project Co-ordinator – Pioneering Funding Through New Governance Models
<b>Department:</b>	Heritage
<b>Role Cluster and level:</b>	Cluster 2 – Technical Specialist Level A
<b>Hours:</b>	28 hours (0.8 FTE) Fixed Term till 31 March 2016
<b>Responsible to:</b>	Head of Heritage Resources, Project Steering Group
<b>Responsible for:</b>	N/A
<b>Functional Relationships:</b>	Governance Consultant, Fundraising Consultant, Rochdale Pioneers Museum Team, National Co-operative Archive Team, Finance Team.
<b>Decision making authority:</b>	N/A
<b>Budgetary authority:</b>	.Within defined budget areas
<b>Additional Information:</b>	N/A

### Main purpose of job role:

To carry out research and consultation, working with two consultants to identify and evaluate an innovative third sector governance model for museums which embeds multi-stakeholder engagement and ownership and to develop a sustainable fundraising strategy and practice.

### Key tasks and responsibilities:

1. Project coordination and leadership across both strands of the initiative.
2. Outreach work in the Rochdale community around membership participation and engagement.
3. Desk research across both strands of the initiative.
4. Surveys and interviews, drawn up in conjunction with consultants, and carried out by local visits, Skype etc, with 10 museums exploring diversity, multi-stakeholder engagement, fundraising and governance models.
5. Development and evaluation of case studies in collaboration with consultants.
6. Writing a feasibility final report coordinating the input from the consultants.
7. Updating website with blogs showing the development of the project and resources produced.
8. Quarterly project reporting in line with funders requirements.
9. Organisation and presentation of an end of project conference to disseminate findings.

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<b>Additional responsibilities:</b>		
<ol style="list-style-type: none"> <li>1. To uphold personal standards and integrity appropriate to the role.</li> <li>2. To participate in the College's Staff Professional Development Review.</li> <li>3. To seek ongoing improvements within own area of responsibility.</li> <li>4. To comply with College Financial Regulations and Health and Safety at Work policies and procedures.</li> <li>5. To comply with and maintain the College's quality systems.</li> <li>6. To comply with the College Equal Opportunities policies and procedures.</li> <li>7. To maintain a flexible and team working approach and perform such other duties as may be required.</li> </ol>		
<b>Measurable outputs:</b>		
<ul style="list-style-type: none"> <li>• Development of case studies.</li> <li>• Development and carrying out of survey and interviews.</li> <li>• Regular updating of website.</li> <li>• Quarterly project reporting.</li> <li>• End of project conference.</li> </ul>		
<b>Behaviours:</b>		
<b>Approach</b> <ul style="list-style-type: none"> <li>• Self Management.</li> <li>• Initiative.</li> </ul>	<b>Delivery</b> <ul style="list-style-type: none"> <li>• Flexibility.</li> <li>• Passion for Performance.</li> </ul>	<b>Relationships</b> <ul style="list-style-type: none"> <li>• Personal Impact.</li> <li>• Communication.</li> </ul>

<p><i>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect the changing circumstances.</i></p>	
<b>Job description prepared by:</b>	Cilla Ross, Gillian Lonergan
<b>Date:</b>	17 April 2015