

# Job Description



<b>Job Title</b>	Project Manager (Public Programmes)
<b>Department</b>	Culture, Heritage and Libraries
<b>Grade</b>	D
<b>Location</b>	Guildhall Library
<b>Responsible to</b>	Public Programmes and Development Manager
<b>Responsible for</b>	N/A

## Purpose of Post

To manage an externally grant-funded project to oversee the relocation and redesign of the City of London Police Museum within the Guildhall complex, working closely with and advising key partners and stakeholders at all stages of the project

To help establish and develop the profile of the Museum within the context of the Guildhall Galleries through programmes of events, exhibitions and educational initiatives

To develop fund-raising, social media, marketing and other revenue-raising or promotional initiatives in connection with the Police Museum

To work with the Public Programmes and Development Manager on the delivery of the strategic plan for the wider exhibitions, events and museum offering, maximising income and driving footfall

## Main Duties & Responsibilities

### Development

Under the guidance of the Public Programmes and Development Manager and the Head of Guildhall and City Business Libraries:

1. Project manage an externally funded initiative to relocate and redesign the City of London Police Museum, establishing it within the Guildhall Galleries context, on time and to budget, including liaising with and advising as necessary on behalf of the department exhibition designers, contractors, the City of London Police and any other key partners and stakeholders on the design and build of the new museum

2. Liaise with the Heritage Lottery Fund and other funders and stakeholders on the development of the Museum project, building upon existing plans to ensure the longer term sustainability of the museum and its collection
3. Manage the development of the CoLP Museum's social media and online web presence, and draft press, PR, marketing and other promotional material to promote the Museum's collections and its events, exhibitions and educational programmes, soliciting feedback through these and ensuring corporate guidelines are observed
4. Establish a range of merchandise associated with the CoLP museum and ensure the retail offer is available to purchase both on-site and online

### **On-going operational responsibilities**

The following activities will be undertaken during the development period for the Museum and beyond:

5. Working with the Public Programmes and Development Manager, devise programmes for events and exhibitions in the Museum ensuring a diverse and enriching offer, drawing up budgets including projections of external funding and commercial income from these, and drawing up project plans and other associated documents and reports
6. Manage the Museum's public programmes, including liaison with internal and external partners such as heritage or cultural institutions, suppliers and other key stakeholders, and day-to-day responsibility for budgetary management, health and safety compliance, security and visitor management
7. Working with the Public Programmes and Development Manager, deliver an associated programme of audience development activities including community engagement and educational programmes
8. Contribute to the development of fundraising plans and initiatives, including identification of avenues of individual and/or corporate sponsorship, formulation of income-generating ideas, and exploring partnership opportunities and the development of relationships with appropriate organisations for funding
9. Devise, plan, budget for and update marketing and promotional offers, initiatives and activities, including through social media, apps and the web, press and advertising, brochures, leaflets and information packages and other promotional material, working with internal and external partners as necessary to facilitate maximum exposure within budget for the Museum's activities
10. Manage retail activities associated with the Museum's activities, continually ensuring that these are appropriate to current strategies and programmes of the Museum and the wider department while seeking to maximise income
11. Draft and produce procedure documents, Committee reports, management and statistical information on any matters associated with the Museum as requested by the

Public Programmes and Development Manager, the Head of Guildhall and City Business Libraries or the Director of Culture, Heritage & Libraries

12. Working with the Public Programmes and Development Manager and as directed, develop future projects and programmes for the Museum or elsewhere within the public programmes of the Libraries, identifying and gaining external funding, building partnerships and project managing processes.

### **General**

13. Represent the Culture, Heritage and Libraries department at meetings of other City of London departments and/or external organisations as required
14. Actively implement the City's equal opportunity policy and its objective of promoting equality of opportunity in relation to the duties of the post
15. Have an awareness of the implications of issues affecting the provision of information services to the public, including freedom of information, data protection, copyright, and health and safety
16. Other appropriate duties as assigned by the Public Programmes and Development Manager and/or the Head of Guildhall & City Business Libraries

# Person Specification



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<b>Department</b>	Culture, Heritage and Libraries

Please find below the key skills, experience and core behaviours required to undertake this post.

## Technical Skills / Relevant Education & Training

- Degree or equivalent qualification in a relevant heritage subject or possess an equivalent level of skills, knowledge and experience
- Proven project management skills within an exhibition/events/educational context and ability to align these with business needs including commercial requirements
- Good understanding of cultural provision within London and the UK
- Excellent digital and social media skills, and good knowledge of latest developments and techniques and their use in an events, exhibitions, education and development setting
- Good knowledge of marketing, PR and related activities and techniques
- Sound knowledge of fundraising, and income-generation techniques and the identification and development of income-generation opportunities
- Budget-management knowledge and abilities, and experience of operating these within a commercial environment
- A high degree of literacy and the ability to research and write a wide range of written communications including engaging and educational content for events, exhibitions and educational programmes, marketing and promotional material, funding bids and press releases, and management and other reports
- Proven diplomacy, interpersonal and oral communications skills, with the ability to communicate persuasively at all levels in order to build relationships with educational institutions, funding and sponsorship partners, and other key stakeholders, and confidence in public speaking and presenting to a wide range of audiences in an educational, outreach and development setting

## Experience Required

- Minimum of three years' experience in a similar role with events, exhibitions, education and outreach accountabilities
- Strong track record of devising and delivering successful high-profile events, exhibition and educational programmes with an emphasis on heritage themes
- Demonstrable experience of developing fundraising and sponsorship plans and strategies within a cultural organisation or similar
- Experience of developing and sustaining successful partnership working with other institutions in a heritage environment

## Other Relevant Information

The post-holder will be required to obtain City of London Police clearance: Non-Police Personnel Vetting Level 2 (NPPV2)

Evening and/or weekend working will be required at events and to represent the department at receptions and launches as appropriate

## Core Behaviours

### Thinking

**Planning and organising...** managing time, competing priorities and resources in a structured way

- Involves others in planning, putting self in shoes of stakeholders
- Builds sufficient time in plans to manage both process requirements and stakeholder engagement needs
- Accurately estimates resources and time requirements required to achieve plans
- Uses appropriate programme and/or project management methodologies to ensure outcomes and promises are met

**Analysis and problem solving...** analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions

- Interprets complex data isolating key issues – sharing analysis with others
- Uses logical, rational and intuitive approaches to develop options and strategies to resolve issues

- Generates imaginative, creative or innovative solutions to new and/or longstanding problems
- Involves others in problem solving, seeking multiple perspectives and solutions

**Organisational understanding...** continually building one's understanding of CoL's structures, priorities and processes. Being sensitive to the work environment and personalities and understanding the impact of our own decisions and activities on other parts of the organisation

- Understands the impact of national and local government decisions and changes upon own area of responsibility – sharing analysis with others
- Proactively furthers understanding of CoL's services and strategies by volunteering for cross team or departmental work and projects outside normal responsibilities
- Establishes a broad network and influential connections within and beyond CoL
- Has an understanding of the formal structure of CoL, and the legal and constitutional framework within which it operates

### **Building Relationships**

**Team Working...** using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within CoL and beyond

- Demonstrates genuine value of others' inputs and expertise and is willing to listen and learn from others
- Encourages the team to share ideas, solutions and new approaches
- Works across teams, departments and traditional silos – building relationships in pursuit of common interests
- Works hard to share information, engage others and build a sense of team spirit

### **Self-Managing**

**Accountability...** being responsible for one's own actions, seeing things through, doing what we say we will

- Oversees structured meetings that run to time
- Holds self and others accountable for adherence to CoL policies, procedures and responsibilities
- Ensures that projects within areas of specific responsibility are completed on time and within budget
- Monitors and evaluates plans, addressing risks, keeping all stakeholders informed of any changes

## Leading

**Leading and empowering...** creating a compelling future for colleagues; motivating and encouraging commitment and involvement through delegation, support and coaching

- Has a clear strategy, goals and outcomes for the team
- Delegates tasks, releasing authority and risk, accepting mistakes may be made
- Opens up personal networks to others, creating new connections and relationships
- Engages with, communicates and supports corporate decisions

**Developing and recognising others...** nurturing the skills, behaviours, talent and potential of individuals and teams through training, development, coaching and feedback – acknowledging and valuing the contribution they make

- Encourages growth and development internally, across departments and beyond CoL
- Creates a supportive and challenging environment, helping team members to maximise their potential
- Takes time to coach, support and encourage staff and teams to reflect on and improve performance
- Develops a variety of team-based reward ideas

**Managing business performance...** setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team

- Maintains constant focus on current performance and future goals regardless of circumstances
- Changes roles, responsibilities and processes to deal with issues
- Takes accountability for improving performance of the team
- Manages projects, risk, finances and other responsibilities effectively

## **Recruitment – Note to Applicants**

*These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*

# Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary for this job is £32,280 to £36,560 pro-rata inclusive of London Weighting. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The job is offered on a permanent basis – part-time.

## **Hours of Work**

Normal office hours are 17.5 hours per week (Flexible) excluding lunch breaks. This post will necessitate working out of hours at evening functions and on a rota to cover late opening on Wednesdays

TOIL (time off in lieu) will be allocated accordingly

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays pro-rata. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.



## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own

professional skills. All staff is given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.