



Role Description and Person Specification

Interim Project Officer

Location: Kids in Museums, CAN Mezzanine, 7-14 Great Dover Street, London, SE1 4YR, some UK travel may be required in support of the projects outlined below

Employment contract: fixed term PAYE (up to five months depending on start date)

Hours: 0.8 FTE (4 days per week with possibility of some flexibility for right candidate)

Salary: £25k pro rata £20k

Reports to: Executive Director

Start date: as soon as possible

Kids in Museums

Kids in Museums is an independent charity dedicated to making museums, galleries and heritage attractions open and welcoming to all families, in particular those who haven't visited before. With a dedicated Board of Trustees and a range of events, partnerships and initiatives, Kids in Museums gives families visiting museums and galleries across Britain a dynamic and powerful voice. The Kids in Museums Manifesto and the Family Friendly Museum Award and Takeover Day have been very successful ways of encouraging and guiding museums and galleries across the country to make visits for families and young people more engaging and enjoyable.

Context for role

The role comes at an exciting time for Kids in Museums as we will become part of the Arts Council England's National Portfolio as a Sector Support Organisation in April 2018. We are seeking an Interim Project Officer to support our key projects on a short-term basis while we review our organisational structure and capacity, with support from an HLF Resilient Heritage grant. The Project Officer will support key Kids in Museums activities, such as the well-established Takeover Day and Family Friendly Museum Award, and they will build on a range of project design and delivery skills in the cultural sector in a small, friendly organisation.

Role description

This role provides support for the development and delivery of all Kids in Museums projects and will be a key role in the staff team:

Takeover Day (15 November, Wales and 23 November, England)

- Working with the Executive Director and other senior project staff to ensure the implementation of the project plan.



- Organise and support the delivery of Planning and Sharing meetings (training to introduce Takeover Day and prepare museums to participate) and other activities to support museums in the run up to Takeover Day.
- Act as a point of contact for all inquiries about Takeover Day and direct questions to other members of staff appropriately.
- Ensure that registration details for Takeover Day are correctly captured.
- Support the creation and distribution of Takeover Day resources.
- Keep appropriate sections of website updated and ensure Takeover Day messages appear on Takeover Day social media channels.
- Support North Wales Project Co-ordinator with Takeover Day planning and delivery in North Wales.
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For more information about Takeover Day, please refer to <https://kidsinmuseums.org.uk/takeoverday/>

Teen Twitter Takeover (3 August 2018)

- Create a project plan for Teen Twitter Takeover to include museum recruitment, support for new participants, project resources
- Lead of delivery of project plan with volunteer support
- Support creation of new project resources if required
- Support project evaluation if required including creating a case studies
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For more information about Teen Twitter Takeover, please see <https://kidsinmuseums.org.uk/teen-twitter-takeover/>

Family Friendly Museum Award

- Work with the Administrator and Events Manager and Award Volunteer to support all aspects of the Family Friendly Museum Award including boosting nomination numbers, gathering information about nominated museums, helping to manage volunteers and recruiting and supporting family judges.

For more information about the Family Friendly Museum Award see <https://kidsinmuseums.org.uk/awards/>

Volunteers

- Work with the Executive Director and Volunteer Support Assistant to manage the volunteer team.
- Support the delivery of a volunteer training day.

South Wales

- Working with the Executive Director, provide support for South Wales Fusion network activities around all the above projects.



- Provide administrative support for other Kids in Museums work in Wales as required.

General

- Support Executive Director and other senior staff and consultants as required to collect data for funders, create PR and marketing materials, develop new projects and other tasks as required.
- Work with Executive Director to implement new monitoring and evaluation processes.
- Support general office administration as part of a small team.
- Any other tasks as required while performing the role.

Person Specification

Essential

- Demonstrable understanding of the work of Kids in Museums.
- Interest in museums and heritage and a commitment to their accessibility to children, families and young people.
- At least one year of previous experience of supporting the delivery of projects or events in the museums, heritage, arts, education or charity sectors.
- Ability to implement a project plan, meet deadlines and ensure a project remains on schedule.
- Confidence to work independently when required.
- Excellent organisational skills, ability to manage multiple deadlines and priorities efficiently.
- Experience of being the first point of contact for project participants and members of the public with a clear, courteous, professional manner.
- Understanding of budget management processes and the ability to work to a set expenditure budget.
- Excellent written and verbal communication skills.
- Ability to fit into a small team and work flexibly when required.

Desirable

- Educated to degree level
- Experience of using website content management systems
- Experience of using email marketing systems such as MailChimp
- Understanding of the importance of monitoring and evaluation in cultural and heritage projects.

Application details

The closing date for applications is 12 noon on Monday 12 March 2018.

Please send a CV and supporting statement outlining why you are interested in working for Kids in Museums and how you fit the requirements of the person specification to alison@kidsinmuseums.org.uk



As a guide a CV should be no longer than 2-sides of A4 and your supporting statement should be around 1,000 words.

You must also download and complete the [Equal Opportunities Monitoring Form](#) and return it with your application. The form will be separated from your application on receipt and not considered as part of the shortlisting process.

Please include the details of two referees in the covering email to your submission. One of these should be your current or most recent employer. Please indicate at what stage in the process we can contact referees.

Candidates for this role must have the right to work in the UK. Kids in Museums is not able to offer sponsorship for overseas candidates for this role. If you are successful at interview you will be required to prove that you are able to work in the UK as part of the process of confirming your offer of employment.

Interview details

If your application has been shortlisted for interview, you will be notified by Thursday 15 March. If you have not heard from us by this date, you should assume that your application has been unsuccessful. Kids in Museums regrets that it is unable to provide feedback to candidates who are unsuccessful in obtaining interviews.

Interviews will be held on Tuesday 20 March at our London offices.

Kids in Museums is an equal opportunities employer. If invited to interview, please let us know if you require any reasonable adjustments to be made to enable you to attend.

Queries

If you have any questions about the role or application process, please contact Alison Bowyer, Executive Director on alison@kidsinmuseums.org.uk or 020 3096 7707.