

Job Description

Position title: Projects Officer

Hours: 21 per week

Salary: starting at £18,000 pro rata (£10,800 for 21 hours per week)

Your pay progression is dependent on company and individual performance

Contract length: Ongoing

Responsible to: Head of Projects

Responsible for: freelance Heritage Assistants and student placements

Overall Purpose of the Post

To support the delivery of heritage and arts based projects with clients, towards achieving Culture Syndicates' social mission to *enable culture* and *build employability*, following our business plan and team targets. Examples of project work the role is likely to include are:

- Designing audience evaluation methods and leading a team to collect audience data on site and input data for analysis
- Analysing audience data
- Writing reports for clients on evaluation findings
- Cataloguing and cleaning museum objects
- Packing, storing and labelling objects
- Populating and tidying catalogue databases (such as MODES)
- Designing and running engagement activities with various audiences
- Project administration associated, such as designing project plans and team rotas
- Managing projects, and supporting the Head of Projects to deliver larger, more complex projects

To manage the freelance Heritage Assistant team and student placements in order to develop Culture Syndicates' workforce capacity and fulfil our employability mission.

To support the delivery of initiatives in Culture Syndicates' other activities, towards achieving Culture Syndicates' social mission to *enable culture* and *build employability*, following our business plan and team targets. Examples include:

- Networking at industry events
- Supporting the Head of Projects to build relationships and opportunities with potential clients
- Delivering regular administration for East Midlands Museums Service

Principal duties and responsibilities

Delivering Culture Syndicates' services

- Supporting the delivery of excellent service by understanding and meeting client, project and funder objectives within agreed timescales and budgets

- Assisting with grant capture and grant management, including developing your own skills and capacity, for the benefit of clients and for the fulfilment of our business plan

Management and leadership

- Providing excellent support to the freelance Heritage Assistant team to develop workforce capacity and skills, and monitor their wellbeing and target achievement. Where required, this includes taking responsibility for recruiting to freelance Heritage Assistant roles
- Developing high quality traineeship projects with partners, including managing projects to develop trainees' skills and monitor their wellbeing and target achievement

Marketing, sales, communication and advocacy

- Assisting with our marketing, tendering, communications and advocacy activities to develop Culture Syndicates' position, brand and revenue, including developing our online presence

Administration

- Contributing to the smooth running of the Culture Syndicates' office and projects, including basic budgeting, financial administration and purchasing

General

- To be committed to personal and professional development towards improving within your role by contributing in training programmes offered and the Supervision programme
- To ensure personal awareness and fulfilment of best practice in project management, administration and the museum, heritage and arts sector
- To undertake such duties as may be required by the Head of Projects and Board of Directors commensurate with the nature and salary of this post

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and nature of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Personal Specifications

What type of skills, knowledge and behaviour will I need?

- You will need experience of working in the cultural sector and with heritage and/or arts organisations.
- You will have experience of project administration (including managing information and reporting on findings and project progress), and an understanding of project management (including managing information, basic budget management, analysing and evaluating data and reporting on findings and project progress).

- You will have experience in using IT and a high level of proficiency, including use of databases and MS Office packages including Outlook, Excel, PowerPoint and Word.
- You will be comfortable networking and meeting with partners, clients, potential clients and stakeholders. You are developing your personal credibility, which will give you the ability to discuss projects with clients and advocate Culture Syndicates at industry events.
- You will have excellent interpersonal skills, including verbal and written communication, to facilitate good working relations with team members and people outside of the company.
- You will have the ability to manage a multitude of tasks at once and prioritise your workload.
- You will have experience of leading a team, and an ability to delegate and work efficiently with a team.
- You will be self-motivated and pro-active, happy to work outside of your comfort zone and think laterally to tackle new challenges effectively.
- You will be flexible and responsive, able to change direction in response to company demands.
- You will have a good appreciation for heritage and the arts, including a good understanding of the challenges and opportunities facing the sector, particularly for small and medium sized organisations.
- You will have an understanding of and commitment of Culture Syndicates' work, our social mission and its relation to the cultural sector, particularly regarding equality and diversity.
- In addition, because of the frequent need to travel to our clients' sites, you will need to be able to travel to clients on a regular basis. A full driving licence and access to a car is therefore essential.

Our brand values and expected behaviours

Integrity

Our social mission guides all elements of our practice. Our services are tailored so every organisation has access to an appropriate level of support. We stand for sustainability: we actively champion proper conditions for workers and strive to create projects with feasible legacies.

Innovation

We empower our team-members, clients and stakeholders to create exciting, creative projects. Our strong industry connections draw knowledge and understanding from the wider

sector into our practice. We actively share our experiences and learning with colleagues to lead the development of the sector.

Inclusion

We strive for best practice in our services and understand that achieving this looks different for every client and stakeholder. Where limitations or barriers exist, we find solutions to work within these or overcome them. We stand for diversity: we create opportunities and equality of access for everyone to engage with, and work in, the arts.

Standard Terms and Conditions

1. Location

The role will be based at Culture Syndicates' Nottingham office and will include undertaking work at client sites. Our client base is predominantly in the East Midlands but may include other counties, particularly West Midlands and Yorkshire. You will therefore be required to travel to our client sites, or other locations, as required. Expenses will be paid in accordance with our expenses procedure.

2. Working hours

Your core working hours will be between 8.30am and 5pm, Monday to Friday, and will equal 21 hours per week. Your working pattern will be negotiated with the Head of Projects once appointed to the role. The role will include occasional weekend and evening work.

3. Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Culture Syndicates and other relevant bodies' training programmes and policies.

4. Health and Safety

You will take reasonable care for your health and safety in accordance with the provisions of Health and Safety legislation and Culture Syndicates' codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by Culture Syndicates or provided or issued by a third party for individual or collective use in the performance of your duties.

5. Equal Opportunities

You will uphold Culture Syndicates' Equal Opportunities practices in accordance with our Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

6. Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Culture Syndicates' conduct policies.

7. Technology

Where appropriate you will work with computers and other technology and associated systems as required, and support staff in its use.

8. Risk Management Responsibility

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by company or departmental statements of policy.