

Lancaster City Council - Job Description & Person Specification

Job Title:	Museum Project Officer (Abyssinia)	Grade:	GG8	Job Code:	LCC537
Service/Team:	Economic Development/Museums	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Museum Development Manager LCC146
Line Manages: *Title/s & LCC Code	N/A				

Job Overview

Overview

To undertake the day-to-day management of the Esmee Fairbairn/King's Own 'Abyssinia' Project ensuring that it is delivered to time and budget and ensuring that the planned outcomes and objectives and target numbers are achieved.

Direct Responsibilities

- To undertake the day-to-day management of the Esmee Fairbairn/Museums Association project 'Abyssinia: re-appraising a colonial era legacy of the King's Own Royal Regiment'
- To work with the King's Own Royal Regiment Museum Trust Treasurer to manage the project budget, working to ensure that invoices are paid promptly
- To work with the King's Own Royal Regiment Museum Trustees to oversee the project contracts, ensuring successful delivery against timescales, budgets and outcomes.
- To work with the Trustees of the King's Own Royal Regiment Museum Trust and Lancaster City Museums staff to ensure the successful delivery of the project
- To work alongside the external evaluation contractor to scope, assess and implement a robust system of data collection, performance monitoring and outcomes assessment to inform the overall project evaluation process and to ensure that interim findings are understood and fed back to the project to improve project delivery.
- To provide administrative support to the Project Steering Group, including organising meetings, agendas and reports, minutes of meetings and ensuring project documentation is kept up to date.
- To submit reports on the progress of the project to the Project Steering Group and the Museums Association
- To work with preferred project contractors to ensure the smooth running of project activities and events

Lancaster City Council - Job Description & Person Specification

- To manage volunteers to ensure that the project volunteering is well managed and that volunteering with the project is a positive experience.
- To locate, research (with expert assistance), document, digitise (where appropriate) and ensure proper storage for the objects that came into the King's Own collections from the Napier (Abyssinia) Expedition, as well as to place them online in a more accessible form and context than is currently the case.
- To work with the Chair of Trustees and the Museum Development Manager to make connections and enter into dialogue with relevant organisations within the UK and overseas such as the National Museum of Ethiopia, the Ethiopian Embassy, the British Council as well as museums and museum organisations such as the Army Museums Ogilby Trust, the Museums Association and the National Army Museum and the Royal Engineers Museum (who have undertaken similar work in relation to General Gordon's Sudanese Campaign).
- To work with the experts to appropriately engage with relevant communities within this country e.g. the Ethiopian community in Manchester
- To engage with the Decolonisation Network at Lancaster University and also the Lancaster Black History Group
- To engage with schools and young people on this matter as appropriate
- To engage with organisations that hold items relevant to the Regimental story of the Expedition e.g. Lancaster Priory and the Duke of Lancaster's Regiment so that they understand better what they hold and its context.
- To work with Trustees, the Museum Development Manager and the Museum Collections Registrar to write a Restitution & Repatriation Policy for the King's Own Museum and also Lancaster City Museums.
- To work with the Exhibition Officer to re-display the area of the museum that addresses the Abyssinia (Napier) Expedition
- To work with other members of the Museums/LCC Communications Team to promote the project online via webpages and social media and to work with project volunteers and project contractors to create online and digital exhibition content.

Primary Measurable Objectives

- To deliver the targets as specified in the project plan and to achieve the project outcomes

Staff Management Responsibilities

- N/A – supervision of volunteers

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training		Museum qualification	App Form, Interview, Certificate
Experience	<p>Experience of successfully managing a heritage or cultural project</p> <p>Experience of promoting a heritage or cultural project online via webpages and social media and via hardcopy material</p> <p>Experience of working with community groups and individuals – particularly with challenging subject matter</p> <p>Good experience of a museum or heritage environment</p> <p>Experience of working with heritage or cultural volunteers</p> <p>Experience of developing heritage or cultural displays</p> <p>Experience of managing contractors</p> <p>Experience of managing budgets</p> <p>Experience in writing reports</p>		App Form, Interview
Job Related Skills, Knowledge & Abilities	Good knowledge of the decolonising museums agenda	Knowledge of Britain's colonial-era military history	App Form, Interview

Lancaster City Council - Job Description & Person Specification

	and debate and the ethical issues that it presents.		
Personal Attributes Including Interpersonal & Communication Skills	<p>Excellent communication skills (written, oral and online)</p> <p>Excellent listening skills</p> <p>Excellent interpersonal skills</p> <p>Ability to work independently and determine one's own workplan or as part of a team</p> <p>Able to deal with a range of key partners and senior stakeholders, sensitively and professionally</p> <p>Good IT skills, including use of Excel</p> <p>Able to plan and manage complex information in a systematic way</p> <p>Well organised, self-motivated and able to respond to changing situation</p> <p>Good research skills</p>		App Form, Interview
Special Requirements/Other	Adherence to the Museums Association Code of Ethics		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	