



JOB ADVERTISEMENT

THE STAINED GLASS MUSEUM

Project Administrator

Job Ref: PA-WOF-18

Job Title: Project Administrator

Project: 'Windows onto the future: investigating options for a more accessible and resilient Stained Glass Museum' (HLF Resilient Heritage Project RH-17-04748)

Reports to: Curator and Project Advisory Committee

Responsible to: the Board of Trustees

Contract: Fixed Term 2 Years (Part-time 2 days a week – 15 hours)

Starting Salary: £23,000 pro rata

Location: The Project Administrator will be required to work some days in the office at The Stained Glass Museum, Ely, CB7 4DL and other days at meetings elsewhere, or at home. If working from home, a laptop with Microsoft office, printer, and reasonable phone expenses will be provided.

About the Project: 'Windows onto the future'

The Stained Glass Museum in Ely has received a grant of up to £88,000 from the Heritage Lottery Fund (HLF). This exciting two-year project, awarded under the Resilient Heritage scheme, will investigate options and produce a strategic masterplan for the museum's future development. The project has been made possible by money raised by National Lottery players and will begin in April 2018.

As part of this two-year project, The Stained Glass Museum is looking to appoint a part-time Project Administrator to provide key administrative support to the project, and the museum as a whole. We are looking for a candidate with excellent administration and communication skills, who has experience with Microsoft Office programs, managing budgets and basic accounting. The candidate should be highly motivated with good time management skills, able to work independently as well as in a team. For more information see full Job Description and Person Specifications below.

The Project Administrator will work closely with the museum's Curator (Project Director) and a Project Advisory Committee, formed of Trustees, staff and external representatives

selected for their specialist skills and experience, which will act as an advisory group to the Board of Trustees during the project.

The project 'Windows onto the future' aims to enable the museum's trustees and senior management team to form a vision and strategic plan for a more accessible, sustainable and resilient museum with improved visitor facilities, which meet the needs of a growing visitor base and diverse audiences. The strategic masterplan will be developed with the assistance of external consultants and consultations with stakeholders and audiences.

Job Description and Primary Duties:

You will act as Project Administrator for the two-year HLF-funded Resilient Heritage Project 'Windows onto the future' at The Stained Glass Museum, Ely, Cambs. You will provide key administrative support to this project, the scope of which will oversee master-planning activities, consultation with stakeholders, site exploration and visioning for the museum's future development. You will also provide general day-to-day administrative assistance to the Curator and management team at the Stained Glass Museum as required.

As Project Administrator your main responsibilities will include:

- arranging meetings by scheduling appropriate meeting times, booking rooms (in Ely and other locations), and planning refreshments;
- circulating papers for meetings;
- co-ordinating communications between external consultants and stakeholders, the museum Curator, a Project Advisory Committee and the Board of Trustees;
- booking rooms and liaising with facilitators for Project training sessions;
- taking minutes at Progress Meetings of the Project Advisory Committee and meetings of the Board of Trustees;
- financial support, including budget monitoring, accounts management and administration of the project income and expenditure;
- assisting the appointed Masterplan Project consultant for the masterplan project by providing information as requested, and putting them in touch with stakeholders;
- assisting with the organisation of consultation sessions with stakeholders, in liaison with the masterplan project consultant(s) and Curator
- assisting the appointed Evaluation Consultant carrying out evaluation of the project;
- assisting the Curator, members of the Project Advisory Committee and Board of Trustees with other administrative work in order to meet objectives/key targets/deadlines relating to the project;
- responding to enquiries from external stakeholders and potential partners;

Other duties may include:

- providing general administrative assistance to the Curator and management team at the SGM;
- improving office administrative procedures and systems;
- maintaining museum databases, especially the museum Friends;
- helping to maintain and update the museum's website;
- assisting with the design, development and updating of the museum's general marketing and promotional material;
- assisting with fundraising and development activities;
- managing correspondence by answering emails and sorting mail;
- assisting to plan and organise museum events, including but not limited to lectures, visits and Study Weekends;
- updating and maintaining policies as required.

Skills required:

Essential	Desirable
<i>Knowledge & Experience</i> <ul style="list-style-type: none">• Proficiency with Microsoft Office programs• Excellent administration skills• Experience managing budgets and basic accounting	<i>Knowledge & Experience</i> <ul style="list-style-type: none">• Experience working in an office/admin environment• Experience minute-taking at meetings• Prior experience of event management / marketing• Familiarity with the museum/heritage sector• Familiarity with HLF projects
<i>Abilities & Aptitudes</i> <ul style="list-style-type: none">• Excellent time management skills and self-motivation• Exceptional communication skills, both verbal and written• Strong attention to detail• Strong prioritisation and organisation skills• Flexible working• Ability to maintain strict confidentiality• Strong record keeping skills• Ability to multitask• Excellent and accurate data entry skills• Reliable and dependable• Positive attitude	<i>Abilities & Aptitudes</i> <ul style="list-style-type: none">• A creative and flexible approach to problem solving and preparedness to be hands-on• Presentation skills, including welcoming guests to events• Clean UK driving license

How to apply:

Application is by CV and a supporting statement outlining the reasons for your interest in the post and why you believe yourself to be suitable. Applicants are required to provide details of two referees. The first referee should be your current or most recent employer. For shortlisted candidates, references will be taken up prior to interview unless you advise that you do not wish us to do so. Please include your full contact details including daytime and evening telephone numbers.

Applications by email should be sent to curator@stainedglassmuseum.com .

Applications by post should be sent to:
Dr Jasmine Allen, Curator, The Stained Glass Museum, South Triforium, Ely Cathedral, Ely,

The closing date for applications is 5pm on Friday 18 May 2018.

Interviews will take place on Thursday 7 June 2018 in London.

The Museum is unable to reply to every application. If you do not hear from us within 3 weeks after the closing date, you should assume that you have not been shortlisted for interview.