



Windows onto the future: investigating options for a more accessible and resilient Stained Glass Museum

HLF Resilient Heritage Project RH-17-04748

Project Administrator The Stained Glass Museum

Role Description

Job Title: Project Administrator

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)

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.

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>	<i>Knowledge & Experience</i>
<ul style="list-style-type: none"> • Proficiency with Microsoft Office programs • Excellent administration skills • Experience managing budgets and basic accounting 	<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>	<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 	<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