

**Role profile:
Museum Governance & Projects Officer**

FINAL version v0.3 October 2023

Since the Roald Dahl Museum and Story Centre opened our doors in 2005, we have used the example of Roald Dahl's creative craft to show that what he did, YOU can do too. More than a million people have visited the Museum to date, including an average of 10,000 schoolchildren every year.

We think that making stories is part of what makes us human, and everyone is a storyteller. We use our collection and location – Roald Dahl's archive, in the village he lived, worked, and found inspiration in the everyday – to help our visitors unlock the stories we all have inside.

Our **Museum Governance & Projects Officer (MGPO)** works closely with the Governance & Projects Manager to support the smooth operation of our governance and to help to plan and deliver projects across the Museum in an effective way. You'll be helping to arrange and record team meetings, and assisting colleagues, the Museum Director, and members of the Board of Trustees to enable sound planning, good governance, and the smooth running of the Museum. The context for this job is tremendously exciting: Our recovery from the lingering impact of the Covid pandemic is getting stronger. We have used the public funding during the pandemic and support from the Dahl family to keep investing in the Museum of today, whilst planning hard for the Museum of the future. Now, in 2023, our long-brewing capital regeneration – the Unlocking Stories Project (USP) – is moving through its design stages at pace.

Intertwined with USP design development, we are working hard to become a more inclusive, equitable and diverse organisation, including our constructive response to the legacy of Dahl's racism, whilst we continue to lean into the potential of his creative legacy to do good. The profile of Roald Dahl's stories is going to rise and rise, as Netflix develops new films and series and stage shows to reinterpret the famous books for new generations.

Why you should want this job

You should want this job if you are on a career path in the museums or wider cultural sector; either by bringing relevant experience from another sector, or with a track record of relevant work within other museums or arts organisations. You will be excited about joining the team delivering our capital regeneration project, and committed to adding your common sense and administrative nous to get what needs to be done, done.

Although USP design work is well underway, you will be joining at a time when work is increasing in intensity and needs someone happy to learn and contribute quickly. A project this big is stretching the Museum team and we are all learning new things, all the time. If this all sounds like work you want to get stuck into, collaborating with a friendly team of Museum colleagues and project consultants, then this could be the job for you.

We're a small and collaborative team, so you'll also perform other tasks that aren't listed in this role profile. Your duties will also naturally evolve over time. This profile therefore aims to give you a good understanding of the key parts of the role rather than be an exhaustive list of duties.

What you'll be doing

The **Museum Governance & Projects Officer** is new a role created to add extra capacity to our team during the Unlocking Stories regeneration project and to support the governance and administrative running of the Museum as an organisation.

As the Unlocking Stories Project progresses, you'll be supporting the MGPM with many aspects of the project including consultation and stakeholder engagement, coordinating workshops and meetings, and gathering feedback from the Museum team on developing design. Throughout the project you'll be working closely with the Director, Museum colleagues and our consultant project team.

As a charity and an accredited Museum, with an active Board of Trustees, we have many governance obligations to fulfil, and the Museum Governance & Projects Manager works closely with the Director delivering Board secretariat, so the MGPO will work closely with and support both these senior managers.

The MGPM works with fellow managers and the Director in critical areas of shared responsibility including personnel matters, health & safety, and our public offer. This includes overseeing management of site facilities – buildings and building systems – including line management of the Facilities Officer. As MGPO, you can expect to get involved in all these areas of work, also.

Your tasks will be wide-ranging, but you can expect that they will include the following:

- Working with the Director and your line manager, helping to organise all Board member meetings, and supporting the preparation of documents, the write-up and distribution of accurate minutes, the follow-up on assigned actions and ensuring smooth communications with Board members throughout the year.
- Supporting the Unlocking Stories Project through helping arrange meetings with the consultant project teams, assisting with communications, supporting the delivery of audience consultation and stakeholder engagement through assisting with communications and events as needed.
- Supporting the smooth running of weekly meetings of the business-critical Managers, Operations and Programme Groups, helping to ensure good communication and planning is in place, recording and following up on actions, helping foster a proactive culture of shared responsibility.
- Helping to plan and coordinate projects across the Museum as agreed and necessary - these could be related to the Museum's public offer, facilities,

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personnel, fundraising, health & safety, or governance. Projects may also involve working with external consultants.

- Supporting the management of site facilities for the Museum through working with your line manager and the part-time Facilities Officer, helping to organise and keep accurate records of maintenance work.
- Work with the Director and your line manager to support quality and consistency in day-to-day personnel management including recruitment, inductions, training, staff documentation.

This job will suit you if...

- You have project management or project coordination experience and appreciate the importance of good governance for individual projects and entire organisations.
- You are organised and efficient, with great attention to detail in all your work. You love taking on challenges and finding solutions in a wide range of operational areas.
- You can self-motivated act on your own initiative, and you're also a team player who loves working collaboratively and creatively to solve issues.
- You communicate clearly and proactively – you share information as a default; up, down, and sideways. You enjoy interacting with a variety of people and you understand the value of listening. You can also be discreet and understand when and why this matters.
- You enjoy spreadsheets, schedules and budget sheets and like being organised; but you understand that not everyone does to the same degree, and don't let this stop you.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.
- You have excellent IT skills and are confident in organising your own calendar and workload while factoring in the workloads of others.

The experience you'll need

To get this role you'll need to demonstrate that you understand the importance of careful communications and calendar management, supporting a group of part-time volunteer Trustees.

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You will need demonstrable project coordination skills gained from practical experience, ideally in an arts or heritage environment: we care about skills and attitude more than your previous job titles. You will be able to show that you understand why and how to use systems to keep track of deadlines, deliverables and how you use written and spoken communication to maintain effective working relations with internal and external colleagues.

You have experience of working as part of a team, and you are confident in your ability to communicate clearly and effectively. You will know when to ask for help and speak up tactfully when you think something needs attention, in support of strategic goals.

Where could your career go next?

We love helping people to grow their careers, whether that's within the Museum, or giving you the skills to take to another organisation if that's right for you. Professional development within the role will be supported and encouraged.

Other things you'll want to know

- This role reports to the Museum Governance & Projects Manager;
- This a fixed term role until December 2026 to support the Museum during the design phases of the Unlocking Stories redevelopment project.
- We expect this role to be part-time, approximately 25 hours a week; we anticipate that you'll be doing short days in order to work on 4 or 5 days, however we always aim to be flexible. Some flexibility in return is needed: for example, to attend stakeholder or consultation events which may be after office hours or at weekends, but this is not expected to be frequent.
- You'll get 28 days' holiday per year (pro rata based on contracted hours), plus UK public holidays (pro rata);
- The salary for this role is £28,470.50 FTE per year (£19,237 pro rata);
- There is a 3-month probationary period after you join us. During your probationary period, we'll give you the initial training and direction you'll need to perform your role effectively. The probationary period is the opportunity for you and the Museum to make sure that you're the right fit for the role;
- After successful completion of your probationary period, the Museum will make a contribution equivalent to 6% of your salary into an agreed pension scheme;

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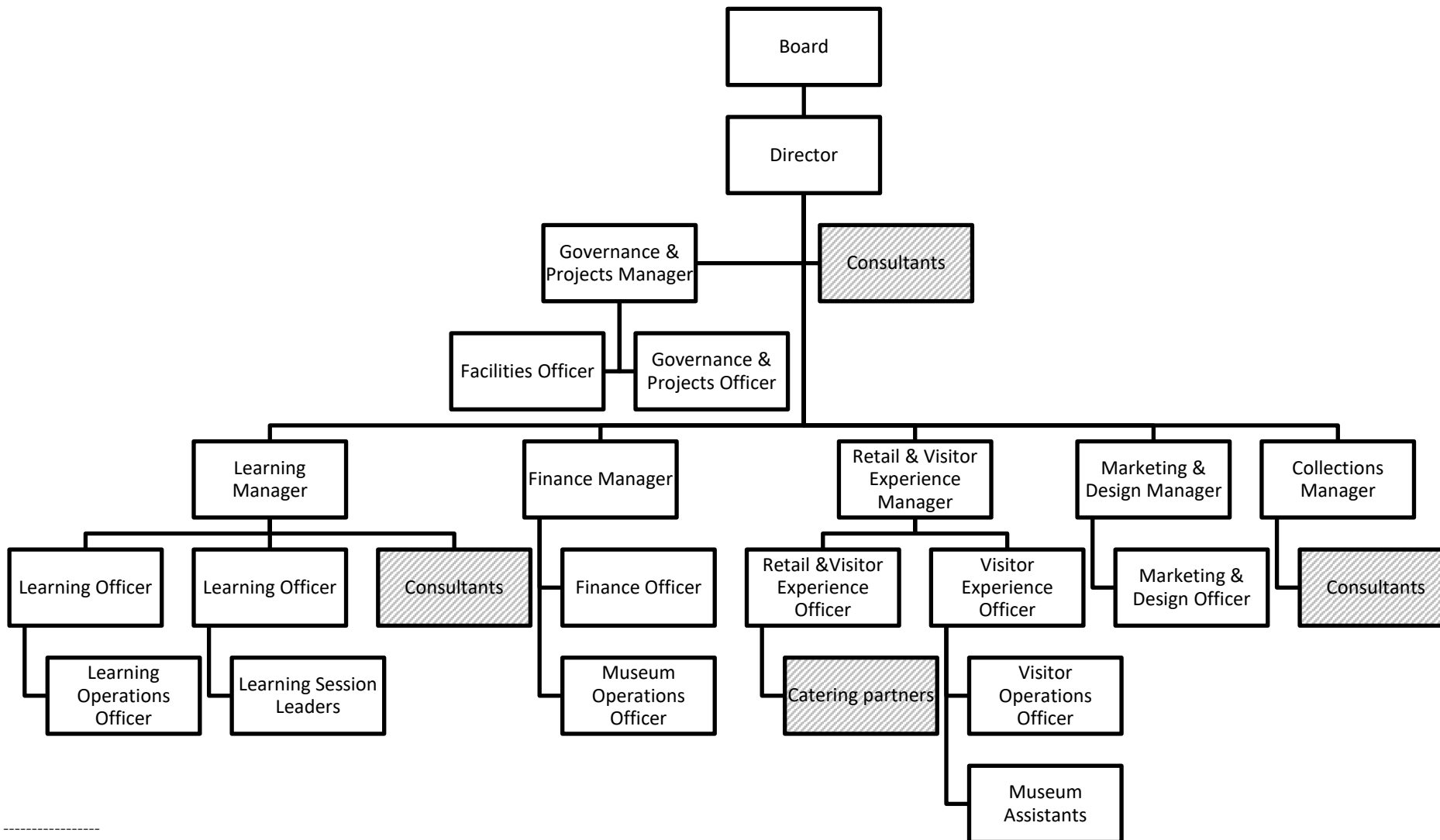
- Continuous Professional Development is a big deal at our Museum, so you will have the chance to increase your skills and experience through training courses and other means;
- A summary of our current organisational structure is included at the end of this document, so you can understand how your role fits into the overall operation of the Museum.

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