



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Project Co-ordinator**

**Vacancy ID: 010468**

Salary: £24,799 - £26,317 Annually

Closing Date: 13-10-19

## **Benefits & Grade**

Grade I

## **Contract Details**

Temporary until 31/03/2022

## **Contract Hours**

37 hours per week

## **Job Description**

We seek an enthusiastic, well organised and creative museum worker to act as the project coordinator for Tees Valley Museums Group. We want a person who supports and understands the Creative Case For Diversity, has a passion for cultural access for all and an understanding that museums can contribute positively to all our lives.

Tees Valley Museum Group (TVMG) is a consortium of Local Authority Museums in the Tees Valley that has received funding from the Arts Council England (ACE) as a National Portfolio Organisation. Stockton Council is the lead authority within the consortium. The museums in the consortium are Preston Park Museum & Grounds - Stockton, Head of Steam Railway Museum - Darlington, Museum of Hartlepool & Hartlepool Art Gallery, Dorman Museum & Captain Cook Birthplace Museum – Middlesbrough and Kirkleatham Museum – Redcar.

The funding is secured up to 31<sup>st</sup> March 2022 but with an expectation of future funding that will allow TVMG to grow sustainably.

The TVMG seeks to utilise shared collections and resources of the partner museums to tell the stories of Tees Valley. To increase access to collections and museums within the consortium, to develop shared exhibition programming, to promote family learning and school learning and engage with our diverse communities. The consortium bases much of its work on developing shared best practice and will ensure that the Case for Cultural Diversity is made.

We seek to appoint a project coordinator to consolidate the different work streams that are being undertaken. The role will contribute to the delivery process of the different work streams including exhibition development, learning and improved access. The work will be carried out across the Tees Valley Museum Group. NPO work will contribute to and complement the existing work of museums within the consortium. The ability to travel to and work at different museum sites and locations across the consortium will be required.

In addition the role will work with the NPO manager, museum partners and NPO colleagues to secure additional funding.

A key element of this role will be the monitoring of budgets, contributing to reports for ACE including the NPO annual survey. As such a good understanding of how cultural work is evaluated will be needed.

The ideal candidate will be confident and able to understand and demonstrate the ability to work with partner organisations both internally within the consortium and externally. Crucial to the success of the role will be the ability to communicate effectively and the ability to work as a member of a team will be essential. The ideal candidate will also have a good knowledge and experience of museum work.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like further information or an informal discussion about the post, please contact John Beeley, Tees Valley Museums Group Manager, on 01642 528843 or email [john.beeley@stockton.gov.uk](mailto:john.beeley@stockton.gov.uk)

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate: Culture, Leisure &amp; Events</b>		<b>Service Area: Culture &amp; Leisure (museums)</b>	
<b>JOB TITLE: Project coordinator</b>			
<b>GRADE: I</b>			
<b>REPORTING TO: Museum Development Manager PPMG – NPO LEAD</b>			
<b>1.</b>	<p><b>JOB SUMMARY:</b> To be part of the Tees Valley Museums Group, a new National Portfolio Organisation (NPO) museum consortium. To support the NPO manager (Museum Development manager Preston Park Museum &amp; Grounds) in the delivery of agreed objectives of TVMG which will increase access to and better understanding of the collections held within the TVMG. You will work across the consortium partners supporting delivery of different work streams and collecting data from those work streams. You will help prepare reports on the progress of the NPO and the NPO's accounts to Arts Council England including other bodies as required</p> <p>Tees Valley Museum Group (TVMG) is a consortium made up of : Preston Park Museum, Dorman Museum, Captain Cook Birthplace Museum, Head of Steam Darlington, Museum Of Hartlepool, Hartlepool Art Gallery and Kirkleatham Museum Redcar.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	To function as a member of the National Portfolio Organisation team within TVMG. Working towards agreed consortium goals including the Creative Case for Diversity, increased access, engagement and shared programming	
	2	Ensure that the data required by the NPO evaluation framework is recorded appropriately	
	3.	Coordinate visitor surveys across the partner sites and ensure that these are submitted to the Audience Agency	
	4.	To provide logistical support as required to different work strands of the NPO	
	5.	To update the budgets for the externally funded NPO work streams. Responsible for the management of the relevant financial systems for the NPO programme. Including ordering and invoicing through the Agresso system as required	
	6.	To arrange and coordinate meetings of different groups within the NPO and to record the minutes of those meetings	
	7	To assist in the preparation of funding bids	
	8	The ability to drive and work peripatetically across the sites within TVMG	
	9	To undertake any training and development necessary to meet the duties and responsibilities of the post	

	10	To take reasonable care of your own health and safety and co-operate with management, so far as it is necessary to enable compliance with the Authorities Health and Safety rules and legislative requirements
	11	To be aware of and adhere to all SBC financial, legal and administrative policies and procedures
	12	To undertake any such other duties and responsibilities commensurate with the grading and nature of the post

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

Job Title/Grade	<b>NPO Project Coordinator</b>	Grade I
Directorate / Service Area	<b>Culture, Leisure &amp; Events</b>	Culture & Leisure (Museums)
Post Ref:	34370 / POS005538	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	5 GCSE's (A-C) or equivalent, including English	Educated to Degree level or equivalent in a Museum, Library, Heritage field or management	Application form
Experience	Report writing Partnership working Experience of excel and record keeping	Working in a heritage environment or museum	Application / Interview

Knowledge & Skills	<p>Ability to communicate both orally and in writing to all levels of audience</p> <p>Ability to work both individually and as part of a team</p> <p>Demonstrate the ability to plan and organise own workload</p> <p>Ability to drive (full licence required)</p> <p>Meticulous attention to detail</p>		Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement		Application / Interview
Other requirements			

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is



the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.