

Job title	Industrial Museums Scotland Coordinator
Location	Working from home
Salary	£27,000 pro rata
Hours	4 days per week: 2.5 days permanent; plus 1.5 days project-funded until October 2023
Contract type	Permanent / fixed term
Reporting to	Chair of Industrial Museums Scotland
Closing date	Midday on Friday 6 th May 2022

INTRODUCTION

Industrial Museums Scotland (IMS) is a federation of independent Accredited industrial museums that hold collections Recognised as being of National significance. It was established to ensure that industrial heritage, with its implicit challenges, and position in Scotland's history, becomes a sustainable part of the future of Scotland's cultural and heritage sector. IMS is a Scottish Charitable Incorporated Organisation: SC047142. IMS is also known as Go Industrial, its public-facing brand.

The membership includes: Almond Valley Heritage Trust, Auchindrain Trust, Dundee Heritage Trust, Museum of Lead Mining, Museum of Scottish Lighthouses, National Mining Museum Scotland, Scottish Fisheries Museum, Scottish Maritime Museum, Scottish Railway Preservation Society and Summerlee Museum of Scottish Industrial Life. The Devil's Porridge Museum, Grampian Transport Museum, HMS Unicorn, Maid of the Loch and New Lanark World Heritage Site are Provisional Members.

Our aims include to: be a joint a collective voice; be a model of effective partnership working; represent the federation; create long-term sustainability; operate in partnership. You can find out more about the organisation [on our website](#).

The Directors meet formally every two months to oversee the work of the charity and for the purpose of mutual support. Other workforce groups – collections, commercial, learning and marketing – meet regularly throughout the year for mutual support and to manage discrete projects.

PURPOSE OF ROLE

The post offers an exciting opportunity to work within Scotland's independent museum sector to assist in achieving IMS's objectives. The successful candidate will:

- facilitate the organisation's meetings
- develop and manage joint work
- be instrumental in helping to determine IMS's vision for the future
- develop relationships with existing and potential stakeholders
- identify partnership opportunities
- advocate for the membership
- and represent IMS within the Scottish museum sector and beyond

The post holder will be responsible for managing two current projects:

- Powering Our People, a collections-based project running until autumn 2023 that: has employed a project conservator to work with the collections, has delivered large object conservation training, will deliver care of paper and care of engines training; will deliver a workforce exchange programme; will deliver a skills hare conference; and more. [Find out more](#).

- Second World War and Holocaust Partnership Programme with Imperial War Museum. Our lead partners are Scottish Fisheries Museum and the Devil's Porridge Museum. As part of the project, IMS has employed a digital intern until November 2022. The project will work with a creative practitioner over the summer to work with communities to deliver a totemic piece of artwork. [Find out more.](#)

SELECTION CRITERIA

Key Responsibilities

- Administrator for the charity including organising and facilitating meetings, communicating with the membership and maintaining records
- Act as the central point of contact for IMS
- Develop, manage and administer project work
- Develop IMS's public profile via the website, social media and networking
- Represent IMS to external bodies
- Advocate for the collective
- Maintain relationships with stakeholders
- Identify opportunities for collaborative working
- Identify potential sources of funding and managing funding applications
- Prepare the annual report

Person specification

- **Essential**
 - Excellent working knowledge of the Scottish museum sector
 - Knowledge and experience of working in independent museums
 - The ability to use external networks effectively
 - Experience of managing and administering projects
 - Excellent and proven skills in the following areas:
 - Organisational skills including time-management, planning and experience of working successfully to deadlines
 - Setting up and running online meetings
 - Minute-taking, report-writing and managing paperwork for a small charity
 - Analytical skills and attention to detail
 - IT skills including Zoom, Teams and the full Office package
 - Social media skills including how to analyse statistics
 - The ability to view situations with a multi-dimensional perspective
 - A flexible and proactive approach to scheduling and completing tasks
 - The ability to work under pressure
 - A self-starter with a proven record of working independently or as part of a team
 - Good communications skills, including the ability to communicate to non-specialist audiences
 - A positive, open-minded and pro-active approach
- **Desirable**
 - Knowledge of and interest in Scotland's industrial heritage
 - Experience of coordinating a museum network, online community or subject specialist network
 - Experience of group facilitation

SPECIFIC WORKING REQUIREMENTS

- Willingness to travel to our members across Scotland
- Demonstrate an ability to work creatively and proactively to develop opportunities for IMS
- Must present a positive and enthusiastic image of the charity

HOW TO APPLY

Closing date Midday Friday 6th May 2022
Interviews Friday 13th May 2022 via Zoom

Please submit a covering letter and CV. Your CV should include details of two referees and indicate whether we can contact them at this stage.

Your application should detail what you have been doing over at least the last five years. This may have been employment, education, or you may have taken time away from these activities in order, for example, to raise a family, care for a dependent, or travel. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience that you may have gained outside the context of paid employment or education.

Applications should be emailed to Emma Halford-Forbes: emma@goindustrial.co.uk
Please note, applications received after the closing date will not be considered.

If you have any questions about the post or about the recruitment and selection process, please contact Emma Halford-Forbes: emma@goindustrial.co.uk

Note: you will be notified of the progress of your application by email. Please ensure that you provide an current email address and check your spam/junk mail regularly to ensure that you receive all communications.