

Recruitment Information



National Programmes Manager (Sector Support)

Permanent – Part-time

National Programmes Manager (Sector Support)

£31,534 - £34,291 per annum plus membership of Civil Service pension scheme

National Museums Scotland's National Programme aims to share the National Collections across Scotland and to provide support to the wider Scottish museum sector. This permanent, part-time post (29.6 hours) will be responsible for the effective delivery of our National Advice and Training Programme: leading its content production in consultation with sector experts and in response to industry needs and providing strategic advice on its long-term development. This post will work alongside the National Programmes Manager (National Fund for Acquisitions) to proactively build and actively manage relationships and projects, internally and externally, that ensure effective delivery of our National Programmes.

We are seeking an experienced museums and galleries sector professional, with understanding and knowledge of best practice and policy issues affecting museums and the cultural sector today. You will be able to demonstrate knowledge of the sector, skills need, workforce development approaches and awareness of National Museums Scotland's National Programmes. You will have highly effective communication and presentation skills and an ability to build relationships and facilitate discussions. You will have proven experience of planning and coordinating activities, managing multiple tasks at various levels and self-directing work where required. Ideally, you will have experience of developing and/or delivery advice and training content or event delivery. An understanding or experience of grant administration is desirable.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The closing date for completed applications is 19 June 2022 at midnight. **Please note the closing date has been extended until 17th July 2022.** Please state reference number NMS22/32.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: National Programmes Manager (Sector Support)		
Department: National & International Partnerships	Section: n/a	
Directorate: External Relations	Grade: 4	Hours: 29.6 hours
Purpose of Post: <ul style="list-style-type: none"> To be responsible for the management of and support for agreed programmes and relationships that deliver our National Programme and support for the Scottish museum sector To be responsible for the effective delivery of our National Advice and Training Programme, for the benefit of museums in Scotland. 		
Key Responsibilities: <ul style="list-style-type: none"> To be responsible for the day-to-day delivery of our National Advice and Training Programme: leading its content production in consultation with sector experts and in response to industry needs and providing strategic advice on its long-term development. To lead the design, facilitation and administration of National Programme events (in person and online), including advertising, booking venues, invoicing and catering. To lead the production of online guidance materials To undertake evaluation of events and projects. To produce internal and external communications e.g. sector e-newsletter, social media updates, case studies for sector publications. To maintain contact lists, databases, procedures and filing systems to comply with sector policy and national standards e.g. GDPR To support delivery of the National Fund for Acquisitions providing cover for or assistance to the National Programmes Manager (National Fund for Acquisitions) as required. To liaise with and support other departments across National Museums Scotland to ensure effective coordination of other aspects of our National Programme delivery e.g. Loans, Touring, Learning & Outreach, Community Projects or Skills and Knowledge sharing. To support the Head of National & International Partnerships in cross-departmental projects, e.g. project co-ordination, gathering and analysis of information, compilation of statistics, policy drafting, reviewing procedures, the preparation of publications and constructing funding bids To represent National Museums Scotland externally seeking opportunities to 		

highlight and promote the work of the organisation to stakeholders and funders.

- To support effective Financial planning and management of budgets to ensure that costs are effectively managed including creation of budgets, raising purchase orders, approving invoices and tracking spend
- To be committed to good health and safety and access practice and ensure familiarity with National Museums Scotland health and safety and access policies, procedures and guidelines

Expected Outcomes:

- Effective management of the National Advice and Training Programme, which ensures efficient use of the National Museums available expertise resource and gives an effective service to the sector and plays a major role in National Museums Scotland National Programme delivery.
- The development and maintenance of clear policies for Advice and Training Programmes.
- Sound and informed advice to the Head of National & International Partnerships on strategic issues
- To be a point of contact and representative for external bodies about our National Programme activities
- Delivery of high quality programmes of support, collaboration and communication with the Scottish museum sector
- Greater recognition and engagement with the National Museums National and International Programmes
- National Museums Scotland collaborative network enhanced and maintained effectively

Reports To:

Head of National & International Partnerships

Facts and Figures:

Budget: £10,000 per annum for National Advice and Training Programme and delegated project budgets as required

Staff Managed: none

Other: Management of volunteers or project staff where required

Thinking Skills (Judgement / Decisions Made):

- Judgement and assessment of training and guidance content, event administration and event delivery
- Knowledge of external context, to inform daily work and subsequent

recommendations. (This post is very important to National Museums Scotland national role and therefore knowledge of Scottish context and particularly museum collections policy and practice is vital.)

- Application of National Museums Scotland policies and procedures
- Communication and organising skills internal and external
- Recognition of issues which require upward referral

Communication and Contact:

Internal:

- Head of Department
- External Relations Staff
- Collections staff
- Exhibitions and Learning teams
- Finance

External:

- Other museums and related organisations
- Funding bodies
- Scottish Government
- Media

Most Challenging Parts of the Job:

- To maintain National Museums Scotland profile in provision of support to the Scottish museum sector
- To manage multiple priorities
- To assess and process applications against auction or other deadlines
- Managing expectations of our customers
- Maintaining delivery of core programmes alongside short term projects
- Ensuring communications are easily understood and adequately promoted
- Ensuring consistency in service delivery across a large organisation

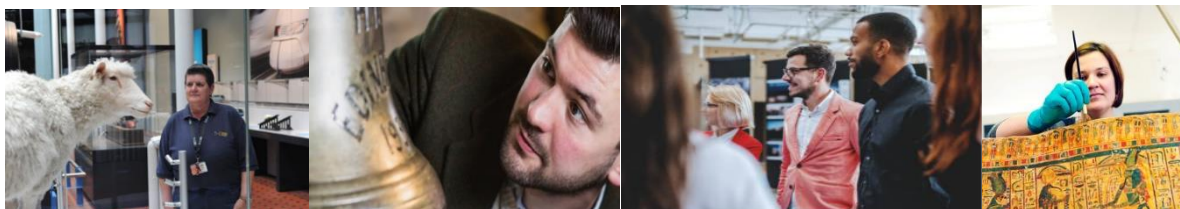
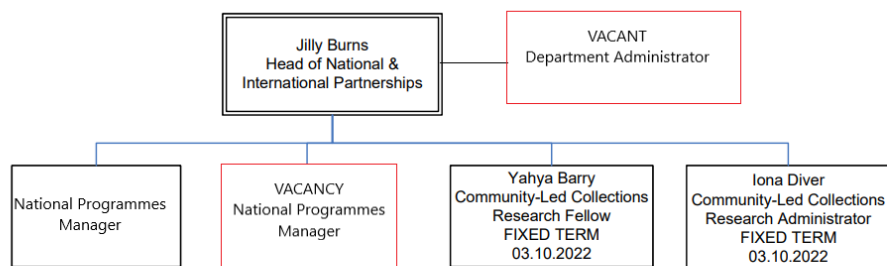
Other Requirements, e.g. Multi-site Working, On Call, etc:

- To provide support for effective delivery of the National Programme Manager (National Fund for Acquisitions) activities as required e.g. annual leave or absence.

- Must be willing to travel within the UK

Organisational Chart

National and International Partnerships



PERSON SPECIFICATION

Post Title: National Programmes Manager (Sector Support)

Department: National & International Partnerships	Section: n/a	
Directorate: External Relations	Grade: 4	Hours: 29.6 hours

Knowledge	Essential or desirable	Evidence assessed by
Demonstrable ability to meet the necessary competencies at the level required for this role, gained through relevant experience and/or education	Essential	Certificate/ Application
Knowledge of the museum sector, skills needs and workforce development approaches	Essential	Application/selection event
Understanding and knowledge of relevant best practice and policy issues affecting museums and the UK Cultural sector	Essential	Selection event
Awareness of National Museums Scotland's National and International Programmes	Desirable	Application/ Selection event
Knowledge of grant administration in arts or culture environment	Desirable	Application / Selection event

Skills	Essential or desirable	Evidence assessed by
Able to develop organisational policy in liaison with others	Essential	Application / Selection event
ICT skills in Microsoft Teams, Word, Excel, Outlook and databases, online filesharing and event platforms	Essential	Application/ Selection event
Ability to Travel	Essential	Driving Licence or confirmation of means of travel
Ability to proactively build relationships and collaborate actively with internal and external contacts nationally and internationally	Essential	Application/Selection Event
Effective communicator with excellent presentation and communication skills, e.g. preparing publications, facilitating meetings and events, social media and public engagement.	Essential	Application / Selection Event
Ability to work on your own and as part of a team	Essential	Application / Selection Event

Experience	Essential or desirable	Evidence assessed by
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Proven relevant experience in a collections-based institution or other relevant environment	Essential	Application / Selection event
Ability to work to deadlines and manage different priorities	Essential	Application / Selection Event
Proven experience of informing and influencing at all levels within an organisation	Desirable	Application/Selection event
Experience of planning and coordinating complex projects and multiple tasks at varying levels, often self-directed	Desirable	Application / Selection event
Experience of working in specialist subject area e.g. advice and training content or event delivery	Desirable	Application / Selection Event
Experience of managing volunteers	Desirable	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all six ; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
Building Relationships Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.	3	<i>Develops, establishes and manages collaborations</i> <ul style="list-style-type: none"> Helps others understand other National Museums Scotland roles and functions internally or externally. Helps makes connections for people, putting people in touch to facilitate cooperation and collaboration. Proactively manages the delivery and the expectations of internal and external senior stakeholders, in terms of responsibilities. outputs and outcomes. Understands conflicting outlooks and demonstrates a willingness to find common ground. Builds and maintains a strong external network and looks for opportunities for external collaboration and partnership.
Communication & Engaging Uses communication and interpersonal skills flexibly across all channels of	4	<i>Inspires and communicates strategically</i> <ul style="list-style-type: none"> Inspires others and creates momentum through effective communication. Cascades information effectively building trust, fostering integrity, and creating understanding.

communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.		<ul style="list-style-type: none"> • Gains real commitment and ‘buy-in’ from others when undertaking new ventures. • Acts as a powerful advocate, comfortably communicating with and influencing senior external stakeholders across a broad range of issues. • Negotiates effectively on behalf of National Museums Scotland with senior stakeholders.
Focussing on your Customers Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.	4	<i>Strategically develops our customer profile and services</i> <ul style="list-style-type: none"> • Creates a culture where customer feedback is viewed as an essential source of data that influences decision making. • Focuses on customer development from a strategic perspective, identifying new markets and ways to reach these. • Sets the standard and demonstrates exemplary customer service, knowledge and behaviours adding value to services and delivery. • Understands the wider organisational and societal issues customers face and thinks about the consequences of any given decision. • Develops strategies and initiates projects that are consistent with customer priorities meeting the needs
Improving & Innovating Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.	3	<i>Facilitates organisational learning</i> <ul style="list-style-type: none"> • Monitors the external environment for emerging trends and opportunities and shares this information. • Initiates changes which contribute to continuous improvement. • Constructively listens to all ideas and suggestions, • feeding them in to planning processes and explains when this is not feasible. • Positively manages resistance and blocks to change and innovation through engaging with others. • Proactively manages the impact of innovation and change on staff and stakeholders.
Leading & Managing Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and enabling staff and others to effectively contribute to the present and the future of National	2	<i>Manages staff</i> <ul style="list-style-type: none"> • Creates understanding and commitment to the department and organisational priorities and programming. • Adapts management style to suit the circumstances and diversity of our workforce. • Shares knowledge, expertise and best practice with others to help them develop and perform. • Cares about the needs of the team, listens to and acts on feedback. • Challenges underperformance, clarifies

Museums Scotland.		expectations of good performance and stretches good performers.
Planning for Success Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.	3	<i>Creates complex plans of action</i> <ul style="list-style-type: none"> Plans complex activities effectively - sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance. Sets parameters and measures to monitor the outcomes from plans and projects. Manages and maximises the use of budgets, people and resources to ensure deadlines, quality indicators and efficiency targets are met; and solutions developed. Ensures effective processes exist to deliver outcomes across the organisations. Knows when to stop analysing and make the best decision with uncertain

General Information – National Programmes Manager (Sector Support)

Salary

The salary range is £31,534 - £34,291 per annum (£25,227 - £27,432 pro-rata). Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

29.6 hours per week, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

Location

This post is based at National Museums Scotland, Chambers Street, Edinburgh with travel to other Museum sites as required.

Duration of Appointment

This is a permanent part-time position.

Probation

New employees are on probation for a period of six months from date of appointment.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route

Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

It is anticipated that this selection event for this post will take place at the National Museum of Scotland, Chambers Street, Edinburgh, date to be confirmed.

