

Scottish Museum of Empire, Slavery, Colonialism and Migration

**A unique opportunity to work on
establishing a new Museum and
Anti-Racism Archive**

Lead Co-ordinator – Job Applicant Pack

September 2024

The Scottish Museum of Empire, Slavery, Colonialism and Migration¹ is looking for a Lead Co-ordinator.

OUR VISION

A Scotland committed to anti-racism that explores and addresses the legacies of Empire, Slavery, Colonialisation and Migration. Through connecting people to our shared histories, we have a platform from which to imagine, name and resource a more equitable and collectively owned future.

In January 2024, Scottish Government accepted in full the recommendations of the Empire, Slavery and Scotland's Museums project². The Steering Group behind the recommendations are responsible for and progressing with Recommendation 1:

Scotland should create a dedicated space to address our role in empire, colonialism, and historic slavery. A new organisation should be created to lead this work.

The Scottish Museum of Empire, Slavery, Colonialism and Migration's Board of Trustees is looking for a Lead Coordinator to manage and lead activities and campaigns relating to an initial period of significant development relating to Recommendation 1.

The Lead Coordinator will work closely with the Board on the priorities outlined in the job description below. Although the initial contract is for a duration of 12 months, the intention is that this will be longer term, depending on funding.

¹ Working title

² <https://www.museumsgalleriesscotland.org.uk/project/empire-slavery-scotlands-museums/>

The Board will lead on future work relating to a Museum of Empire, Slavery, Colonialisation and Migration in Scotland (Recommendation 1). The other recommendations are being implemented through Museums Galleries Scotland and other organisations. The full set of recommendations are:

1. Scotland should create a dedicated space to address our role in empire, colonialism, and historic slavery. A new organisation should be created to lead this work.
2. Museums should ensure anti-racism is embedded in their workplaces and public spaces.
3. Museums should involve the people of Scotland in shaping their work through co-production, to promote cultural democracy and participation for all.
4. Museums should commit to research, interpret, and share the histories of Scotland's links to empire, colonialism, and historic slavery.
5. Museums should support efforts to promote and embed race equality and anti-racism in the curricula in a meaningful, effective, and sustainable way.
6. Scottish Government should demonstrate their support for restitution and repatriation of looted or unethically acquired items in Scottish collections.

The Scottish Museum of Empire, Slavery, Colonialism and Migration is applying to be registered as a Scottish Charitable Incorporated Organisation and has initially been led by a group of anti-racism and museum experts that were part of the original ESSM Steering Group. We are looking to establish an organisation that is essentially anti-racist and decolonial, led by People of Colour, and looking to establish practices that move away from defunct traditional models. Recruitment of additional trustees will commence as soon as our charitable status is confirmed.

Application for the post of Lead Coordinator are now invited. A job description / person specification is outlined below, along with details of the terms and conditions of employment and how to apply. Applications must be submitted by 5.00pm on Thursday 3rd October 2024.

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Job Description:

Job Title: Lead Co-ordinator

Reports to: Board of Trustees

Salary: £34,000 p.a. plus generous pension options
(secondment, part-time, flexible working and job-shares considered)
Initial one year contract, renewable subject to funding

Main Purpose of Job:

The post holder will play a crucial role in advancing the mission of the Scottish Museum of Empire, Slavery, Colonialism and Migration, focused on promoting antiracism, equality, and social justice.

This dynamic individual will develop, co-ordinate, and execute campaigns that drive awareness, engagement and support for the museum's establishment, and its programmes and initiatives across Scotland.

The ideal candidate will be passionate about social justice, have excellent communication skills, and possess experience in advocacy or campaigning. Specific museum experience is not required, and full support will be offered for any specialist capacity building needs.

Key Responsibilities:

Enlist widespread public support for anti-racism by:

- Designing and implementing strategic campaigns to promote the museum's mission, exhibits, and events
- Develop compelling narratives and key messages that resonate with diverse audiences
- Use communication channels, including social media, email, public forums, and community outreach to amplify campaign and impact

Community Engagement:

- Build and maintain collaborative relationships with BME community organisations, schools, and other stakeholders

- Organize, collaborate and participate in community events, workshops, and discussions to promote the museum and its antiracism efforts
- Serve as a representative of the museum at public events and forums

Content Creation:

- Produce engaging content, such as blog posts, press releases, social media posts, and newsletters
- Collaborate with BME communities, heritage organisations and individuals to create multimedia content, including videos and graphics that support campaign goals.

Advocacy and Outreach:

- Advocate for antiracism museum policies and initiatives at local, and national levels
- Mobilise supporters and volunteers to participate in campaigns and advocacy efforts
- Develop and maintain a network of allies and partners in the social justice and antiracism community

Fundraising Support:

- Collaborate with the board to identify and pursue funding opportunities that support campaign initiatives
- Engage with donors and supporters to build wider support and communicate the impact of their contributions

Research and Evaluation:

- Conduct research to inform campaign strategies and ensure alignment with current trends and best practices in antiracism advocacy
- Monitor and evaluate the effectiveness of campaigns, providing regular reports and recommendations for improvement

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main areas of work required from the post holder. Overall, we require the postholder to work with the Board to deliver on our overall vision and to ensure the successful functioning of the organisation.

Person Specification

Key Requirement

- A desire and ability to make a real improvement to anti-racism and racial equality issues in Scotland

Qualifications

- Degree level qualification or equivalent work experience (which can include paid/unpaid voluntary work)

Skills and Knowledge

- Knowledge of equality and human rights issues, particularly regarding race and racism from a systematic anti-racist perspective
- Excellent oral and written communication skills, including an ability to engage with a range of audiences
- Good understanding of community development principles and practice
- General awareness of Black³ History in a Scottish context, and of Scotland's role in Empire, Slavery and Colonialism

Experience

- Lived experience of racialisation and an understanding of how racism manifests in Scotland
- Experience of networking at local and/or national levels and of building partnerships
- Experience of working with communities in a variety of settings
- Experience of initiating / taking part in campaigning activity
- Involvement in challenging racism at either a personal and/or organisational level

Competencies

- Strong interpersonal competency, including an ability to negotiate and to build and maintain excellent working relationships at all levels
- Skilled networker with an ability to form solid alliances with key stakeholders
- Highly motivated self-starter with drive and initiative to make things happen
- Ability to work under pressure, handle busy workloads and meet tight deadlines
- Ability to work independently and to exercise initiative and judgement
- Ability to monitor and evaluate own work
- Willingness to work flexibly, and to contribute to the overall team effort

³ In this context, we use 'Black' in its political sense to represent people with a shared history of colonialism and enslavement in the past – people who continue to experience racism, discrimination and unequal outcomes in today's society

Outline Terms and Conditions of Employment

- Salary: £34,000 per annum
- Line Managed: by a sub-group of the Board
- Hours: 35 hours per week (if full-time) (secondment, part-time, flexible working and job-shares considered)
- Holiday entitlement: 40 days - 25 days annual leave and 15 days public holidays
- Pension: If appropriate, Membership of the Strathclyde (Local Government) Pension Fund; this is a defined benefit scheme, and further information can be found [here](#). Alternatively, an 8% private pension employer contribution will be available
- Working arrangements: A hybrid (home/office) working system will operate, along with flexible working arrangements. Working location (which could be anywhere in Scotland) will be agreed in discussion with the successful candidate. Travel may be required across Scotland
- Initial employment will be hosted by the [Coalition for Racial Equality and Rights](#) pending the establishment of the new organisation as an independent Charity.

Final Terms and Conditions can be agreed at the point of job offer.

How to Apply

To apply for this role, please email your tailored CV and supporting statement outlining your suitability to info@empiremuseum.scot by 5pm on Thursday 3rd October 2024. Your covering letter should specifically relate to the key issues outlined in the person specification and job description. The diversity monitoring form (available [here](#)) should also be completed.

Candidates are encouraged to have an informal conversation with members of the Museum Steering Group prior to completing their application. Please email jatin@crer.org.uk if you would like to arrange a Zoom/Teams discussion for this.

Late applications will not be considered.

It is anticipated that interviews will be held on Monday 14th October 2024, in person, at the Hunterian, Kelvin Hall, 1445 Argyle St, Glasgow G3 8AW

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