



Partnership Development Coordinator

Salary: £30,000 per annum (funded by the National Lottery Heritage Fund)

<u>Reports to</u>	Chief Executive
<u>Location</u>	National Mining Museum Scotland, Newtongrange
<u>Salary</u>	£30,000
<u>Contract</u>	Full-time 35hrs , funded post, one year contract
<u>Closing date</u>	20th February 2026

About the Role

To strategically build bridges between NMMS and a wide range of external stakeholders — including communities, local and national organisations, businesses, and education providers — in order to expand the museum's networks, create opportunities for collaboration, and support organisational sustainability. This role is about building capacity, partnerships, and pathways that enhance NMMS's programming, income generation, and impact, ensuring activity is aligned with the museum's Masterplan and Three-Year Business Plan.

This role is funded by the National Lottery Heritage Fund.

Key Responsibilities

1) Strategic Bridge-Building

- Identify and broker relationships with businesses, community organisations, educational institutions, and non-cultural sectors to create opportunities for collaboration and income growth.
- Act as a connector between NMMS and external networks, ensuring the museum is represented in wider conversations (heritage, education, economy, environment, wellbeing).
- Map and develop strategic relationships with local, regional and national partners (community groups, third sector, education, heritage, culture, social enterprises, local

authorities).

- Identify gaps in existing networks and create pathways for the museum to become embedded in wider community, cultural and economic structures.
- Represent NMMS in strategic forums to ensure recognition as a key contributor to community resilience, skills development and heritage identity.

2) Capacity Building & Internal Support

- Support NMMS staff across departments by brokering relationships that expand reach and impact.
- Build capacity within staff and volunteers to develop skills and confidence in partnership working.
- Embed systems for tracking and evidencing partnership links and outcomes to inform programming.

3) Programming Alignment

- Feed intelligence from networks into programme planning, ensuring community needs and opportunities are reflected.
- Strengthen collaboration across departments to maximise outcomes from exhibitions, events, education and festivals.
- Ensure partnerships contribute to income generation, skills development and alignment with policy (social, economic, environmental).

4) Organisational Development

- Identify partnership-based funding or collaboration opportunities to support sustainability.
- Contribute to embedding the 'Golden Thread' approach aligning community links, local and national priorities with NMMS strategy, KPIs and action plan.
- Provide quarterly reports to SMT and Board Committees on progress, gaps and opportunities.

Person Specification

Qualifications & Training

Requirement	Essential (on appointment)	Desirable / Within 12 months
Degree or equivalent professional experience in community development,	✓	

cultural policy, education, heritage, or related field		
Training in partnership management / stakeholder engagement		✓
Understanding of safeguarding and data protection requirements	✓	
Project management training or experience		✓
Monitoring and evaluation methods (e.g. Theory of Change, outcomes frameworks)		✓

Equivalent professional experience will be considered in place of formal qualifications.

Experience & Knowledge

Requirement	Essential	Desirable
Experience of working strategically with communities, networks or partner organisations	✓	
Experience of building and sustaining partnerships across sectors	✓	
Understanding of cultural, social and economic policy contexts	✓	
Track record of capacity-building within teams or organisations	✓	
Experience of feeding external intelligence into programme planning or	✓	

organisational development		
Experience working in heritage, museum or cultural organisations		✓

Skills & Behaviours

Skill / Behaviour	Essential	Desirable
Excellent relationship-building, diplomacy and influencing skills	✓	
Strong written communication skills (briefing, reporting, strategic documents)	✓	
Strong verbal communication skills and external representation	✓	
Ability to work collaboratively across departments and with diverse partners	✓	
Organised, proactive and strategic approach to workload	✓	
Ability to work independently while aligning to organisational priorities	✓	
Understanding and practical use of CRM systems to record, manage and analyse partnerships and engagement activity		✓

Values & Approach

Requirement	Essential
Commitment to inclusion, access and public value	✓
Understanding of communities as partners and collaborators	✓
Ability to work across complexity and ambiguity	✓
Balanced approach combining strategic thinking with practical delivery	✓
Motivation to build long-term capacity and sustainable relationships	✓

Full job description, application pack and how to apply can be found on our website:

<https://nationalminingmuseum.com/job-vacancies/>

Please note that CVs will not be accepted.

Deadline to apply: 20th February 2026

Job Types: Full-time, One year contract



This post is funded by the National Lottery Heritage Fund.

Thanks to National Lottery players.