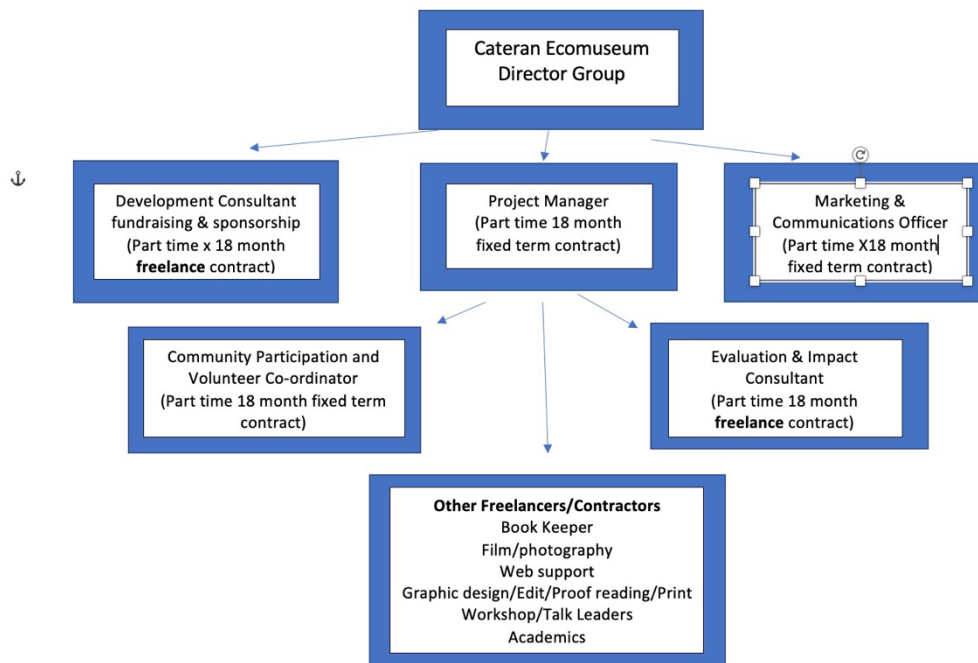


## Project Manager for 'Museum of Rapid Transition' Phase 2

Museum of Rapid Transition Stage 2 Structure Chart



<b>Role Title:</b>	<b>Project Manager Museum of Rapid Transition Stage 2</b>
<b>Reporting to:</b>	<b>Board of Directors</b>
<b>Salary:</b>	<b>£32,000 pro-rata (PT 2.5 days per week for 18 months)</b>
<b>Holidays:</b>	pro rata 25 days per year plus 3 days shutdown between Christmas and New Year and public holidays
<b>Pensions:</b>	As per statutory enrolment requirements
<b>Closing date for applications:</b>	<b>Monday 15th May</b>

### Role purpose:

The Cateran Ecomuseum is a 1,000 sq. km 'museum without walls' set in eastern Perthshire/western Angus in Scotland. All its sites are outside.

Its purpose is to engage in activities to develop public understanding and engagement with the natural and cultural heritage of the Community Council areas of Alyth, Blairgowrie & Rattray, Coupar Angus & Bendochy, Kirriemuir Landward West, Meigle & Ardler and Mount Blair through the establishment, development, and maintenance of The Cateran Ecomuseum.

Launched in November 2019, it offers experiences of the areas' heritage to local people and visitors in two ways: - through 25 pre-designed self-guided itineraries linking people to over 140 sites of heritage.

interest involving archaeology, old droving routes, historic settlements/buildings, histories of people and communities, myths/legends, poems and songs, archives and geological and physiographical formations, animals, and plants - through participation in live activities and events that offer new and unusual ways of engaging with this heritage. These have included outdoor multi-media art installations, active travel events, workshops, participatory science opportunities, youth programmes, storytelling, and exhibitions.

In 2021, in the light of the climate and biodiversity crises, the Ecomuseum chose to focus its work on mobilising heritage for climate action through a programme of work called the 'Museum of Rapid Transition'. The aim of the programme is to show how engaging with heritage can encourage local people and visitors to take rapid climate action and transition to more sustainable ways of living. Phase 1 of this programme took place in 2021. This role will take responsibility for project managing the phase 2 programme planned for 23/24.

## **Duties and Responsibilities:**

The Project Manager will:

### **General**

- Manage the Community Engagement & Volunteer Co-ordinator and Evaluation & Impact consultant.
- Collaborate with the Development Consultant & Marketing & Communications Officer to deliver the project.
- Recruit, contract and manage all other contractors required.
- Confirm briefs and issue contracts for all contractors.
- Confirm of schedule of work for each project
- Ensure delivery of each project as planned.
- Undertake Quality Assurance monitoring on all contractors.
- Manage project budget in line with funder requirements.
- Liaise with bookkeeper and sign off on all payments.
- Create and manage a risk register for the project.
- Liaise with Marketing & Communications officer for all promotion.
- Ensure evaluation contract is delivered and produces all necessary data for funders as and when required.
- Liaise with fundraiser to ensure funder reporting as and when required.

- Act as spokesperson for the project where necessary
- Organise and document Director Group meetings.
- Attendance at all other internal co-ordination meetings as required.

#### **Taighean-Cruinn – Pop Up Iron Age Village in x1 location specifically:**

- Identify and confirm site and all permissions.
- Confirm of dates
- Booking /contracting of Yurts and all liaison with Yurt provider
- Confirm programme and contract all involved in collaboration with Community Participation & Learning Co-ordinator
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.
- Ensure site clear up.

#### **Standing With the Stones project specifically:**

- Confirmation of route, associated venues, and all permissions
- Confirmation of dates
- Confirm programme and contract all involved in collaboration with Community Participation & Learning Co-ordinator
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.

#### **The River Detectives project specifically:**

- Confirm schedule for the project in collaboration with Community Participation & Learning Co-ordinator
- Ensure recruitment of community scientists in collaboration with Community Engagement & Volunteer Co-ordinator
- Ensure set up and delivery of training of community scientists in collaboration with Community Participation & Learning Co-ordinator and academics.
- With academic team, set up and co-manage data capture methodology.
- Set up dates /venues for talks, field trips and learning journeys.
- Contract Academics/experts
- Brief and contract for short form video maker
- Brief and contract for digital booklet and points of interest writer/photographers
- Brief and contract of graphic designer and website content uploader
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.

### **Ecomuseum Hub Exhibitions specifically**

- Confirm schedule for the project in collaboration with Community Participation & Learning Co-ordinator
- Confirm programme liaising with Ecomuseum Directors Clare Cooper & Bill Taylor
- Brief and contract all involved.
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.

### **Online Content Developer specifically**

- Confirm schedule for the project liaising with Ecomuseum Directors Clare Cooper & Kevin Grieg
- Brief and contract all involved.
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.

### **The Great Remembering specifically:**

- Confirmation of routes and dates
- Work with Marketing & Comms Officer on project specific promotion & documentation
- Work with Evaluator to ensure appropriate data collection.
- Ensure programme delivery.

## **Core Competencies**

- **Delivering Results (Core)** – Take personal responsibility for achieving the delivery of the programme as planned.
- **Local Community and Visitor Focus (Core)** – Understand and take account of the Ecomuseum's core ethos of being community led and managed for the benefit of local people and visitors.
- **Collaborative Working (Core)** – Working together effectively to achieve common goals through sharing skills, knowledge, and information. Collaborating with others to deliver the programme and the highest possible production standards.

## **Person specification: Project Manager**

### **Skills, abilities, and knowledge**

#### ***Essential***

- Ability to work from home.

- Resident in/close to the Ecomuseum geography
- Familiar with the natural and cultural heritage of the area
- Excellent project management skills
- Excellent cash flow a budget management skill
- Excellent verbal and written communication skills, including the ability to explain complex issues to a wide range of audiences and to convey information in an engaging and effective way.
- Excellent interpersonal skills, with ability to build positive working relationships with the Board of Directors, other team members and contractors and to work effectively with external stakeholders.
- Good general ICT literacy with an understanding of WordPress websites
- Ability to work independently without close supervision, to be self-motivating and act with judgement and initiative.
- Ability to play a positive role in teams and to motivate and encourage colleagues and other stakeholders.

#### ***Desirable***

- Knowledge/awareness of community action plans and other relevant community-led strategies in play in eastern Perthshire & western Angus, Tayside

### **Personal qualities**

#### ***Essential***

- Excellent organisational skills
- Enthusiasm and respect for the natural and cultural heritage of the Ecomuseum area
- Strong user-focus with a desire to achieve consistently high standards of service.
- Commitment to supporting the Ecomuseum's strategy and vision.
- Consistently positive attitudes towards change and innovation

#### ***Desirable***

- Creative approach and willing to contribute ideas for development.

### **Experience**

#### ***Essential***

- Experience of project managing activities and events to very high production standards
- Experience of managing a diverse team
- Experience of organising events with multiple stakeholders
- Experience of communicating to a group or body of organisations regularly

#### ***Desirable***

- Experience of maintaining regular communications with a professional network
- Experience of using WordPress
- Clean Driving licence