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| **Post Title** | Development Officer |
| **Salary** | £34,000 |
| **Job Type** | Fixed Term (12 months) and Full Time (35hrs per week) |
| **Location** | National Mining Museum Scotland |
| **Reports to** | CEO/Vice Chair |
| **Closing Date** | **Monday 2 September 2024, 8am** |

**How to Apply**

Please refer to key responsibilities and personal specification when applying. Please complete and return our Application Form and Equality and Diversity Monitoring Form and send to Dorota Topolniak at [FinanceandAdmin@nationalminingmuseum.com](mailto:FinanceandAdmin@nationalminingmuseum.com).

Please note that CVs are not considered as part of the application and will not be considered.

NMMS is committed to being an Equal Opportunities Employer. We encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion/belief, sexual orientation or age.

**Background**

National Mining Museum Scotland (NMMS) is an independent, charitable, trust located at the Lady Victoria Colliery in Newtongrange, Midlothian. NMMS is responsible for the preservation and interpretation of Scotland’s mining history and heritage, shining a light on the past to help us look to the future of Scotland’s energy transition. As well as being a 5-star visitor attraction, the Museum holds collections of national significance and offers an award-winning learning programme for audiences of all ages, across Scotland.

NMMS is currently undergoing an exciting transition and has plans for redevelopment of the site including the reuse and repurpose of existing buildings, the creation of a new fit-for-purpose building, improvement of the visitor offer including events space and exhibitions, and the establishment of more sustainable environmental systems. The Development Officer post would be well suited for a candidate with demonstrable knowledge and experience of successful fundraising.

Initial funding for this post has been provided by National Lottery Heritage Fund (NLHF) and Museums Galleries Scotland (MGS).

**Job Purpose**

The Development Officer is a new role for NMMS and the successful candidate will be responsible for ensuring the fundraising success of NMMS. The successful candidate will lead on the development of a fundraising strategy and securing funding from a range of sources such as grant awards, trusts and foundations, statutory bodies and corporate bodies to enable NMMS to achieve both long-term and short-term ambitions. The Development Officer will also build relationships and networks and explore new fundraising opportunities.

**Key Responsibilities**

1. Lead on the development of NMMS Fundraising Strategy including establishing targets, devising fundraising campaigns, and seeking potential sources of sponsorship.
2. Continue the fundraising efforts of NMMS to support both short term sustainability and long term ambition.
3. Identify and advise on fundraising opportunities for projects and capital developments at NMMS.
4. Lead on the writing and data gathering for external funding bids and reports.
5. Work with the Project Manager and NMMS Management Team to effectively manage fundraising campaigns, in line with available resources, and to overall project plans.
6. Develop positive working relationships with fundraisers, sponsors and other relevant stakeholders.
7. Work with the Marketing and Events Manager to promote NMMS as an attractive venue to sponsor.
8. Improve your own skills and knowledge by taking part within relevant professional bodies and undertaking training as required.
9. Ensure that best practice is embedded in all areas including Data Protection Act, GDPR and any other applicable regulations.
10. Attend NMMS meetings as required.
11. Comply with NMMS policies and procedures.
12. Undertake any duties at the request of the Line Manager which are commensurate with the role, including other work within the Trust.

**Person Specification**

|  | Essential | Desirable | Measured by |
| --- | --- | --- | --- |
| **Qualifications** | | | |
| Relevant qualification or equivalent experience |  | X | Certificate to be produced at Interview |
| **Experience** | | | |
| Experience in writing successful funding applications | X |  | Application form; interview questions |
| Experience in identifying sources of grant aid, sponsorship and other funding sources | X |  | Application form; interview questions |
| Experience in working with external funders and sponsors as well as tenders and contracted agencies |  | X | Application form; interview questions |
| Experience in account management |  | X | Application form; interview questions |
| Experience in museum/visitor attraction or similar environment |  | X | Application form; interview questions |
| **Skills and Attributes** | | | |
| Excellent research and development skills in seeking potential funding sources. | X |  | Application form; interview questions |
| Ability to identify and develop mutually beneficial partnerships agreements to support fundraising development initiatives. | X |  | Application form; interview questions |
| Excellent communication skills, interpersonal, written and verbal. | X |  | Application form; interview questions |
| Ability to manage budgets and meet fundraising targets. | X |  | Application form; interview questions |
| Ability to meet deadlines and have good time management. | X |  | Application form; interview questions |
| Proven IT skills in word processing, databases, spreadsheets & web/internet. | X |  | Application form; interview questions |
| Ability to be well organised and prioritise workloads. |  | X | Application form; interview questions |
| Experience of working as part of a team to support and deliver effective strategies for improvement. |  | X | Application form; interview questions |
| **Other** | | | |
| Able to work effectively under pressure | X |  | Application form; interview questions |
| Able to hit the ground running |  | X | Application form; interview questions |
| Flexible, able to work evenings, weekends and public holidays. |  | X | Application form; interview questions |
| Be approachable and have a friendly disposition. |  | X | Interview questions; probation period |

 