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| **Post Title** | Project 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 Project Manager post would be well suited for a candidate with knowledge and experience of major redevelopment projects with excellent skills in project management.

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

**Job Purpose**

The Project Officer is a new role for NMMS and the successful candidate will be responsible for developing and leading projects, ranging from refurbishment to large-scale capital projects. These projects will increase NMMS resilience and sustainability and will involve significant internal and external stakeholder management. The Project Officer will be responsible for ensuring projects are carried out efficiently and to the required time and budget constraints as well as any other legal requirements.

**Key Responsibilities**

1. Lead on the development of NMMS Project Strategy including identifying potential projects, establishing realistic targets and creating timescales for these.
2. Support the strategic development of NMMS by managing and implementing both large and small scale projects.
3. Deliver a variety of projects on time, within budget, and to the highest possible standards while meeting targets.
4. Manage the day-to-day aspects of projects and liaise closely with members of NMMS Management Team.
5. Support the Development Officer with information required for fundraising applications.
6. Work with the Finance Manager to ensure projects are kept to budget.
7. Communicate regularly with the wider NMMS team to effectively manage the projects and ensure these are fit for intended purposes.
8. Coordinate project related meetings including scheduling, agendas and writing minutes.
9. Maintaining risk assessments for projects.
10. Improve your own skills and knowledge by taking part within relevant professional bodies and undertaking training as required.
11. Attend NMMS meetings as required.
12. Comply with NMMS policies and procedures.
13. 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** | | | |
| Extensive project management experience | X |  | Application form; interview questions |
| Prior experience, or knowledge of, project management techniques e.g. GANNT charts. | X |  | Application form; interview questions |
| Experience of managing and monitoring project work delivered by both yourself and others | X |  | Application form; interview questions |
| Experience of working and communicating with a wide range of stakeholders | X |  | Application form; interview questions |
| Experience of working with external providers/contractors | X |  | Application form; interview questions |
| An awareness of Health and Safety requirements | X |  | Application form; interview questions |
| Knowledge of public procurement processes |  | X | Application form; interview questions |
| Experience of scheduling, attending and managing meetings |  | X | Application form; interview questions |
| Experience in museum/visitor attraction or similar environment |  | X | Application form; interview questions |
| Knowledge or understanding of financial processes |  | X | Application form; interview questions |
| **Skills and Attributes** | | | |
| Excellent communication skills, interpersonal, written and verbal | X |  | Application form; interview questions;  probation period |
| Proven IT skills including Microsoft | X |  | Application form; interview questions |
| Excellent planning and organisational skills with the ability to prioritise and manage own time | X |  | Application form; interview questions |
| Ability to manage multiple projects simultaneously | X |  | Application form; interview questions |
| Ability to evaluate projects. | X |  |  |
| Ability to use initiative, be proactive, and self motivated | X |  | Application form; interview questions |
| Excellent problem-solving skills |  | X | Application form; interview questions |
| Ability to develop professional relationships and networks |  | X | Application form; interview questions |
| **Other** | | | |
| Able to work effectively under pressure | X |  | Application form; interview questions;  probation period |
| Able to hit the ground running |  | X | Application form; interview questions;  probation period |
| 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 |



