



Museum Programme Officer,

PT, 18 Month contract, March 2024-June 2025

Salary £22,500 pro rata, 28 hours per week.

Overall Job Purpose

To support the museum team, deliver in all programme areas and lead the Friends scheme and co-ordinate our ten-year anniversary programme in 2024.

Tasks and responsibilities

- Be pro active in supporting our public engagement programme whether by attending events, helping to plan and run activities as well as administrative support
- Co-ordinate the museum friends group; looking after the database, running recruitment events and be the main contact for all Friends activity
- Support fundraising initiatives and programme events that maximise fundraising opportunities
- Develop and support all marketing plans and help run social media campaigns that take advantage of all different types of promotion and create content to maximise our messaging goals
- Provide regular front of house support at weekends and busy times
- Support education events and run schools' events when necessary
- Helping things run as smoothly and safely as possible – this includes getting to know health and safety and evacuation procedures
- Stimulate the generation of new and incremental income streams by researching, testing' and developing business ideas and opportunities
- Identify new opportunities for business partnerships to attract sponsorship of events, activities, exhibitions and equipment
- Encourage community participation in achieving goals by developing close and productive relationships with community stakeholders

All Staff

Online and digital

- Produce high quality digital content for the museum's website and create a museum blog
- Support the preparation of e-newsletters, manage the SOFO Facebook and Twitter output and assist with administrative tasks relating to the maintenance of the mailing list
- Be aware of, and engaged with, the potential of social media to engage audiences with collections

- Be willing to adapt to new ways of working, adopting new digital tools as required to ensure a high-quality service to SOFO users

Volunteers

- Manage the volunteer team in conjunction with other staff and maintain paperwork as necessary
- Play an active role in recruitment of volunteers
- Act as point of contact for volunteers and help co-ordinate regular team meetings

Customer services

- Rostered at least quarterly for Duty Manager role at weekends and provide front desk cover when needed
- Market and promote the sale of museum images in conjunction with the Front of House and Marketing Supervisor (understanding of Copyright Law)
- Participate in the development of a longer-term gallery refresh project and collaborate on special and temporary exhibitions
- Ensure the galleries are maintained to a high standard
- Collect visitor feedback

Specific Skills:

- Experience and knowledge of fundraising in the heritage/not-for-profit sector
- Experience of working with Trustees, stakeholders, partners, mid and high-level benefactors and external consultants on fundraising activities
- Experience of organising fundraising and donor cultivation events
- Experience of legacy programmes and donor care and stewardship

General Skills:

- Excellent communication, coordination and interpersonal skills
- Demonstrate enthusiasm, energy, adaptability and reliability
- Ability to work using initiative and without supervision
- A good team worker
- Good initiative and judgement skills with the ability to problem solve and make appropriate decisions
- Prioritisation and organisational skills
- Ensure understanding in all relevant areas of Health and Safety, taking appropriate responsibility and action
- Excellent, relevant computer literacy skills
- Full, clean driving licence and a willingness to travel as part of the role

Eligibility Requirements:

Working at SOFO and this post are subject to some eligibility requirements. It is your responsibility to prove that you meet them:

- Age requirement
- Nationality requirement
- Criminal record requirement
- Health requirement
- Previous applications

Age requirements:

Applications for this post must be over the age of 18. There is no upper age limit for applying and there is no default retirement age.

Nationality requirements:

You must be a British citizen, an EC/EEA national or a Commonwealth citizen or foreign national with no restrictions on your stay in the United Kingdom or your right to seek paid employment. You must produce your passport if the Appointing Officer asks to see it.

Criminal Record requirement:

The Children Act 1989 and the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). Because this post may require you to have contact with children and vulnerable adults through Museum events, school visits, volunteering programmes and generally by being in contact with younger visitors, you are therefore required under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended), to reveal any criminal convictions, bind overs or cautions, including those which would normally be regarded as spent. In addition, under the Disclosure of Criminal Background of those with Access to Children (Children Act 1989), you will also be subject to a Criminal Records Bureau Disclosure. From 2014, The Disclosure and Barring Service (DBS) help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). You will be asked to complete a disclosure application if offered the post. All such offers are deemed conditional upon satisfactory disclosure. This form and any subsequent disclosure from the DBS will be treated as strictly confidential.

The disclosure of a criminal record, or other similar information, will not debar you from employment unless the Appointing Officer considers that the conviction renders you unsuitable for this appointment. In making the decision, the Appointing Officer will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution or bind over which later comes to light will ordinarily result in summary dismissal.

Health requirement:

The successful application will be required to complete a health questionnaire and, if required, attend a physical examination by a doctor.

Previous applications:

Applicants who have previously applied to Soldiers of Oxfordshire for employment are eligible to re-apply. The successful candidate will be chosen based on performance at interview and best match for relevant experience and qualifications needed for this post.

Hours: 28 hours per week

Some evening and/or weekend working will be required.

Leave:

20 days per annum plus eight Bank Holidays

Salary: £22,000 pro rata

Contract: Permanent with a three - month probationary period

Please send your CV and covering letter explaining your interest in the post and relevant experience with details of two referees by February 29th 2024

Email museumdirector@sofo.org.uk