

Contract Brief

Role:	NPO Project Officer
Location:	Own premises, required to travel in Dorset and Wiltshire
Fee:	£ 14,000 inclusive of VAT and expenses
Status:	Freelance contract with Wessex Museums Trust
Reporting to:	Wessex Museums Partnership Manager
Contract duration:	6 months (with potential to extend to end of March 2023, subject to Arts Council England funding)

1. Introduction

- 1.1 Wessex Museums is a thriving partnership of the four principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museums, Dorset Museum, The Salisbury Museum and Wiltshire Museum.
- 1.2 Wessex Museums exists to build the resilience and relevance of the partner museums and others in our region. We are an independent charity, the Wessex Museums Trust, and an Arts Council England (ACE) funded National Portfolio Organisation (NPO). Our mission is to support museums to connect, inspire and add value to peoples' lives.
- 1.3 Wessex Museums requires a highly organised individual with excellent project management, communication and administrative skills to support the Wessex Museums Team and the partner museums to successfully deliver our current NPO programme. They will also possess creativity and vision to contribute to future plans and the wider ambitions of the Wessex Museums Trust for the next NPO bidding round.
- 1.4 Wessex Museums values peoples' differences and works to ensure fairness and equity in our policies and practices to enable diverse people to effectively work and engage with us. The NPO Project Officer will be committed to this practice and responsible for ensuring that equality, diversity and inclusion is central to our NPO programme delivery.

2. Purpose of the Brief, Role and Outputs

- 2.1. Working to the Wessex Museums Partnership Manager, the NPO Project Officer will support the delivery of the NPO programme. It is a complex and multi-faceted programme requiring the contractor to co-ordinate multiple and overlapping workstreams across the four partner museums and beyond, working with a range of stakeholders. The contractor will be a key member of the Wessex Museums Team and work closely with colleagues in the partner museums across a range of professional disciplines.

2.2 The contractor will co-ordinate the delivery, administration (including financial), evaluation and reporting for Wessex Museums' NPO programme, to include:

- Oversight of the detailed project delivery plan, monitoring progress to ensure all milestones are met and WMT and individual partners achieve agreed outputs / outcomes.
- Co-ordination of data collection, evaluation and reporting requirements for the NPO, ensure that partners provide correct and timely information, and compiling reports for ACE.
- Monitoring the finances of the NPO programme against agreed budgets.
- Supporting the partnership working groups, including organising and minuting meetings, contributing to agendas, and ensuring the groups are contributing effectively to NPO deliverables.
- Co-ordinating the procurement and work of subcontractors working to NPO programme deliverables, including writing contract briefs, administering recruitments and monitoring work programmes to ensure project deliverables are met to agreed standards and milestones.
- Contributing to strategic planning for the NPO programme, updating and maintaining associated documentation and strategies, and submitting to ACE in accordance with agreed standards and deadlines.
- Keeping abreast of ACE funding priorities and application requirements, as well as horizon scanning for other funding opportunities to enhance the existing NPO programme.
- Providing reports on the project as required for the Partnership Manager, the WMT Board and ACE.
- Ensuring that Wessex Museums EDI policy and action plan are delivered in relation to the NPO programme.

2.3 The contractor is expected to comply with all decisions and policies of the Wessex Museums Trust and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

3. Copyright

3.1 The copyright for any material produced during the course of the contract will be the property of Wessex Museums.

4. Working Arrangements, Location & Equipment

- 4.1 The contractor will be expected to work on a regular, weekly basis to be agreed with the Partnership Manager. This is in order to help ensure consistent and timely management of the programme and regular interface with the rest of the Wessex team.
- 4.2 The contractor will work from their own premises but will also be required to attend meetings and work with staff online and / or in the Dorset and Wiltshire museum locations. The contract requires travel in Dorset and Wiltshire and access to a car.
- 4.3 The contractor will be expected to provide their own IT equipment to enable them to fulfil the requirements of the contract, including access to a computer/laptop, the internet and phone. The Wessex Museums Team currently uses a range of collaborative tools including Microsoft Teams, Zoom and Google Drive.
- 4.4 The contractor will be expected to provide any materials that they require for the contract. The partner museums may be able to provide basic stationary supplies upon request.

5. Remuneration for the Contract

- 5.1. The total fee for this contract is £14,000 inclusive of VAT and travel expenses for the 6-month period. It is anticipated that the contractor will provide around 70 days' work (approximately 2-3 days per week) for the total sum quoted.
- 5.2. The contractor will be responsible for their own pay, tax, National Insurance and pension contributions.
- 5.3. A payment schedule for the contractor's fee will be agreed at appointment.
- 5.4. Wessex Museums operates 30-day payment terms. All invoices will be paid by 30 days from the date of issue of the invoice. Payments will be made by BACS.
- 5.5. Any potential extension to the contract duration and fee will be made through a separate agreement.

6. Health & Safety

- 6.1. The contractor will be responsible for managing their own health and safety and those they work with, complying with all relevant legislation.
- 6.2. Desk space can be made available at the partner museums on an ad hoc basis via previous arrangement. The site-specific health and safety regulations should be adhered to. A briefing will be provided.

7. Insurance

- 7.1. The contractor is required to have professional indemnity insurance (min £250k).

8. Qualifications, Skills and Experience

8.1. The contractor is expected to meet the following criteria in order to fulfil the requirements of the contract:

Attributes	Criteria	Method of Assessment
Experience	Project management and delivery, ideally in a cultural / heritage context. Partnership working. Budget and cashflow monitoring. Data collection, analysis and reporting. Evaluation of projects. Organising and minuting meetings. Reporting at board level and to external funders.	CV & Interview
Aptitudes & Abilities	Excellent organisational skills and mastery of a range of project management tools. Highly developed verbal and written communication skills. Excellent interpersonal skills and an ability to work with a wide range of stakeholders. Ability to analyse complex data and present it with clarity to a range of audiences. Ability to manage a complex workload and meet deadlines under pressure.	CV & Interview
Knowledge & understanding	A strong knowledge and understanding of project planning, management and evaluation. An understanding of the working environment for both local authority museums and independent museum trusts. Understanding of Arts Council England funding, priorities and reporting requirements.	CV & Interview
Attitude & Motivation	Takes positive ownership of tasks and sees them through to completion. Ability to negotiate, persuade and advocate. Friendly, helpful and collaborative attitude. Ability to motivate and coach others to help achieve shared outcomes.	CV & Interview

9. Application for the Contract

9.1 Contractors are asked to submit the following in application for the contract:

- A covering letter to include an outline of previous experience relevant to the contract brief (no more than 2-sides of A4).
- CV
- Two references

9.2 Please apply by **10am on Monday 14 June 2021** by email to:
Suzanne Bragg, Business Support Officer

Suzanne.bragg@bcpcouncil.gov.uk

9.3 **Interviews** for the contract will take place in Dorchester or Poole on:
Thursday 24 June 2021

9.4 For further information or to arrange an informal conversation about the contract, please contact:

Kristina Broughton, Partnership Manager

Kristina.broughton@bcpcouncil.gov.uk