



## **Kilmartin Museum Redevelopment Project Administrative Officer Job Description**

### **Salary and Benefits**

The salary for this post is £19,000 per annum pro rata. The post is 2 days per week (15 hours) and may be extended to full time hours in the future, dependent on funding, the outcome of which will be known in September.

Some weekend and evening work may be necessary. Holiday entitlement is 30 days per annum pro rata.

### **Post Details**

The main place of work is Kilmartin Museum with occasional attendance at meetings elsewhere. The post reports to the Project Director, once appointed, and in the interim, to the Museum Director/Curator.

This is a project funded temporary post and will run initially for one year from appointment.

### **Background to the Post**

Kilmartin Museum is run by Kilmartin Museum Company Ltd, a charitable company limited by guarantee (SC502086) and a registered Scottish Charity (SC022744). The Museum is located in Kilmartin Glen, Mid Argyll, Scotland. The Museum is undergoing an ambitious £6.8 million Redevelopment Project. The Redevelopment Project team, led by the Project Director, consists of existing permanent Museum staff, project funded staff and consultants.

The Redevelopment Project Administrative Officer is part of the Redevelopment Project Team.

## **Role**

The Redevelopment Project Administrative Officer will assist the team with delivering a successful project, with a focus on assisting with fund and individual donor administration, publicity, events and the general administration of the project.

## **Main Tasks:**

- assist the Project Director with the administration of the individual fundraising campaign including research, letter writing, record keeping, individual donor relationship management, crowdfunding campaigns and liaison with the Trustee Group
- assist the Project Director with reporting to private trusts and public bodies
- work with the Redevelopment Project Team to develop and deliver awareness raising events, press releases, public consultations and other marketing activities
- assist the Redevelopment Project Team to organise and manage media contacts
- work with the Trading and Operations Manager to develop and implement Redevelopment Project social media and website communications
- manage project digital images
- provide administrative support to the whole team, including volunteer Board and Committee members including organising meetings, refreshments, minute taking, and assisting with the procurement of consultants
- compile and issue internal communications to keep staff, volunteers and Trustees up to date with project progress
- relationship management of private individual donors
- help ensure all fundraising material is compliant with legislation and best practice
- help to produce, proofread and copy edit reports, promotional material and other documents
- deal with general enquiries relating to the redevelopment via telephone, post and email
- maintenance of the funding and redevelopment elements of the contact database
- maintenance of a tidy office
- any other relevant tasks according to business need.

## **Person Specification**

### **Essential Requirements**

- demonstrable experience in a similar role – focusing on administration within a charity/ social enterprise environment, administration of a funding campaign, and/or working with board level volunteers
- demonstrable experience of organising events
- excellent communication and interpersonal skills

- excellent written, website and social media skills
- good IT skills, proficient in Microsoft Office & managing databases
- ability to plan, prioritise and manage workloads whilst meeting deadlines, often at short notice
- a team player with the ability to work cheerfully on their own initiative to drive results
- ability to deal with confidential matters discreetly and reliably
- demonstrable evidence of the ability to pay attention to detail
- demonstrable evidence of the ability to be flexible and take newly encountered tasks to successful completion in a timely fashion.

### **Desirable Requirements**

- knowledge of, and an interest in, museum and cultural sector issues
- knowledge of, and an interest in, archaeology, history and heritage
- experience of maintaining websites
- marketing, promotion, or other media experience.

