



## East End Women's Museum

### Museum Coordinator Job Description and Person Specification

£32,000 per annum pro rata  
17.5 hours per week

12 month contract with extension pending funding  
Home-based, with travel around east London

Reports to the Board of Trustees, line manages Volunteer Coordinator

#### Background

The East End Women's Museum is a public history project established in 2015 to record, share, and celebrate women's stories and voices from east London's history. We put on events, exhibitions, and make resources for schools and researchers to use.

We aim to:

- Research, record, and represent women's histories from across east London.
- Challenge gender stereotypes and offer new role models for girls and young women, (especially those from marginalised groups).
- Build a long lasting resource for historians, schools, and community groups.
- Create opportunities for women and girls to gain new skills and the confidence to tell their own stories.
- Inspire and encourage civic participation, local activism, and community action.
- Support teachers, researchers, and other museums to uncover and include women's stories.

In 2016 we became a Community Interest Company with a small board of three directors, and in 2018/19 we aim to secure charity status and recruit a larger board of trustees.

We are currently working towards opening the East End Women's Museum in a permanent home in Barking in 2020. After a busy year in 2018 delivering exhibitions and events across three east London boroughs, our focus for 2019 – 2020 will be firmly on fundraising and business planning, consultation and outreach, developing our permanent exhibition and designing the space.

#### Job summary

The Museum Coordinator will:

- Maintain a full overview of all East End Women's Museum activities, strategy, operations and resources.
- Project manage the move to the museum's new site in Barking in 2020.
- Hold responsibility for fundraising, financial management, communications, and maintaining our virtual office.
- Provide supervision and support for the Volunteer Coordinator.

- Act as an ambassador for the organisation, building strong relationships with stakeholders, and motivating and engaging volunteers, staff, customers and prospective donors.

This is an extremely varied role leading a fledgling organisation that has already built a strong reputation for creativity, collaboration, and for punching far above its weight. It's an exciting time to join the project, offering a once-in-a-lifetime opportunity for the right person to shape not only a new museum but a new kind of museum.

## KEY RESPONSIBILITIES

### 1. Project manage the move to the museum's new site in Barking

Working closely with the museum Board:

- Develop a detailed project plan and schedule.
- Oversee implementation of project plan, securing necessary resources and support.
- Maintain good relationships and clear communication with stakeholders including building developers, council officers, and other heritage projects.
- Support consultation and engagement work led by Volunteer Coordinator.

### 2. Fundraising

Working closely with the museum Board, staff, and external consultants:

- Work on applications to trusts and foundations and nurture relationships with funders.
- Lead on the development of regular individual giving.
- Plan and implement a public crowdfunding campaign.
- Manage funder requirements and reporting.

### 3. Communications

Working closely with the Volunteer Coordinator and communications support volunteers:

- Online community management: inspiring and mobilising supporters via our website, social media and e-newsletter
- Write and edit engaging, persuasive copy for print and digital materials
- Maintain and update the East End Women's Museum website and social media channels.
- Oversee the production of publications including leaflets, flyers, posters, and merchandise.
- Respond to media queries and act as lead spokesperson.

### 4. Finance

Working closely with the museum Treasurer:

- Take day to day responsibility for the effective financial management of the East End Women's Museum.
- Manage budgeting and financial reporting, ensure funds are used in accordance with funders' requirements and the timely preparation of financial information.
- Manage procurement and tendering.

- Ensure effective financial procedures and processes are in place and implemented with appropriate controls.
- Process invoices and make payments as required.
- Support the smooth running of the annual audit.
- Keep the Board fully aware of the financial affairs and highlight any issues.

## 5. General management

Working closely with the Board:

- Line-manage the Volunteer Coordinator, providing support and development.
- Make sure that all East End Women's Museum policies are regularly reviewed, fit for purpose, and effectively implemented.
- Ensure appropriate and best practice personnel policies and practices are in place and being effectively implemented.
- Risk management, including Health and Safety and updating the Risk Register
- Maintain the East End Women's Museum virtual office, assets and equipment.
- Ensure appropriate insurance is in place and up to date.
- Manage external suppliers and contracts.

## 6. Exhibitions and events

Working closely with the Volunteer Coordinator and volunteers:

- Support the delivery of museum events.
- Represent the museum and network at local forums and meetings.
- Contribute to research and development of exhibition ideas and content.
- Work with other heritage projects and organisations to agree loans joint activities.

## 7. Other responsibilities

- Abide by the East End Women's Museum's values and all organisational policies, codes of conduct and approved practices.
- Promoting a positive culture of respect and supporting and promoting diversity and equality of opportunity in the workplace.
- Maintaining and improving competencies through continuous professional development
- Any other duties as appropriate to the role.

## KNOWLEDGE, SKILLS, AND EXPERIENCE

### 1. Experience

#### Essential

- Experience managing large complex projects
- Practical experience of leadership and management
- Experience of managing and controlling budgets, financial reporting and analysis
- Track record of building and maintaining partnerships and relationships
- Successful track record in fundraising and bid writing track record

- Experience of producing effective communications and marketing materials

#### Desirable

- Experience of working with a Board and formulating and implementing strategies and plans
- Experienced in managing relationships with senior stakeholders
- Effective management of the operational and financial risk of a major project/programme, department or organisation
- A successful track record of 3 years or more in a senior position in an arts or heritage organisation

## 2. Knowledge

#### Essential

- Working knowledge of finance legislation and rules
- Knowledge of current Health and Safety, Safeguarding, Data Protection, Equality and Diversity legislation and best practice
- Demonstrable knowledge of and passion for women's history and community heritage
- Proven understanding of heritage and museums sector
- Knowledge of UK funding landscape

#### Desirable

- Knowledge of east London history
- Knowledge of Board and charity governance
- Knowledge of HR legislation
- Digital content/digital culture (iterative, data led)
- An understanding of structural inequality, and the role museums can play in upholding or dismantling it

## 3. Skills

#### Essential

- Excellent interpersonal and negotiation skills, especially the ability to establish effective and positive relationships with a wide variety of people and organisations
- Collaborative leadership style and consultative management skills
- Able to multi-task across a range of work strands and meet deadlines
- Excellent communication and networking skills including public speaking and the ability to influence, advocate and negotiate
- Well organised with good analytical, presentational, verbal and written skills

#### Desirable

- Scoping – gaining an understanding of political, communities and the museums sector to make better decisions, cultivate relationships and manage risks
- Interpretation and exhibition design

- Exhibition installation
- Good hands on IT skills

#### 4. Personal attributes

##### Essential

- Commitment to advancing women's rights and gender equality
- Flexible and able to respond to change
- Resilient, with the ability to cope with pressure
- Enthusiastic, energetic, committed
- Problem solver able to find collaborative and creative solutions to unexpected challenges
- Tactful and diplomatic
- Personal integrity and able to demonstrate good judgement
- Good understanding of and commitment to diversity
- Numerate with ability to analyse and interpret complex financial data
- A willingness and ability to be operational, demonstrating attention to detail whilst simplifying matters
- A positive and proactive approach to self-evaluation

Applicants must have the right to work in the UK.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.