

JOB DESCRIPTION

GEM Project Manager - Advocacy and Partnerships

Job Title: GEM Project Manager - Advocacy and Partnerships

Reports to: GEM Chair of Trustees

Closing Date: 22 February 2019 at 12pm

Summary

The GEM Project Manager - Advocacy and Partnerships, a new role supported by the National Lottery Heritage Fund, will lead on the management of the HF supported project *A Stronger GEM for a Stronger Sector*, leading GEM to develop a strong vision and a robust business plan for the future.

The GEM Project Manager – Advocacy and Partnerships will manage all aspects of the NLHF Resilient Heritage project including consultant recruitment, management of consultancies, liaison with GEM Staff and Trustees, arranging training and delivering the advocacy and partnerships strategy for GEM. The post holder will take a lead role in moving GEM forward as a professional and strategic organisation by building GEM's capacity to deliver and ensuring its long-term sustainability.

The primary task of the Project Manager - Advocacy and Partnerships is to manage the NLHF supported project ensuring that it achieves the stated objectives to bring about significant and lasting change for GEM. It will also require the post holder to take on Directorial duties.

1. About GEM

GEM champions excellence in museum, heritage and cultural learning to improve the education, health and wellbeing of the public. GEM is a membership organisation with 1,500 members, publishing two *Case Studies*, one *Journal of Education in Museums* and twelve eNews every year, and providing nationwide training, networking, advocacy and support to those involved with managing and delivering heritage learning. In a recent report by ACE, GEM was named as the top provider of CPD for museum learning.

GEM is a membership organisation and is a registered charity and a company limited by guarantee, governed by a board of nine Trustees. GEM's activities are delivered in partnership with 20 area representatives across the UK who organise a variety of local training and networking events.

The Project Manager – Partnerships and Advocacy will report to the Chair of Trustees and will be responsible for taking on directorial duties including supporting the work of GEM's three office-based staff.

2. A Stronger GEM for a Stronger Sector

A Stronger GEM for a Stronger Sector will help GEM (the Group for Education in Museums) review its core governance and organisational vision and structure, enabling a significant step change in the way it supports the museum and heritage learning sector. Through a programme of review, consultation, advocacy, partnership development and organisational planning, this project will help GEM move forward into the future with a clear vision and new business plan.

This project aims to achieve strategic change in GEM to better support the heritage learning sector. A thorough review of GEM's Board and its central / area constitutions will result in new models of governance, leadership, business and income generation.

Recognised as an essential network and voice for everyone involved in delivering and promoting learning in museums and heritage throughout the UK, GEM is a trusted brand. However, GEM is facing significant challenges after failing to secure SSO Arts Council funding; and change due to the retirement of its long-serving voluntary CEO/Chair.

This project will make GEM a stronger, more resilient organisation better able to attract funding and generate income, to support the heritage sector and to work collaboratively with partners to advocate for the value of museum and heritage learning.

3. Key Responsibilities

The Project Manager – Advocacy and Partnerships is responsible for managing the resilient heritage project *A Stronger GEM for a Stronger Sector* helping to move GEM forward as a professional and strategic organisation through the successful development of a new organisational development plan and vision for GEM, renewed governance and 5 year business plan.

The Project Manager – Advocacy and Partnerships will be responsible for the following:

- Management of the 18 month project *A Stronger GEM for a Stronger Sector*
- Recruitment and management of all consultancies which form part of the project
- Lead for budget management, NLHF drawdowns and reporting to NLHF and the GEM Board
- Organising training for staff and Trustees
- Managing the project programme to include scheduling of all meetings and training events in liaison with museum venues, to negotiate in kind support for the project
- Engagement and consultation throughout the project with GEM Staff, Trustees, Area Representatives and key partners
- Advocacy for GEM and its work in all nations of the UK
- Partnership development working with a broad range of museum and heritage stakeholders, funding organisations and initiatives
- Creation of a new strategic vision and plan for GEM including a partnerships strategy
- Working with GEM Staff and Trustees and consultants to implement the recommendations of the governance review
- Develop strong fundraising strategy as an integral part of the new business plan process

- Liaison with GEM Staff and Trustees regarding the GEM programme (including professional development, resources and publications) taking account of the recommendations of the project
- Liaising with the GEM Education and Communications Manager regarding the project communications strategy to effectively disseminate information about the project including appropriate acknowledgement of NLHF support
- Leading on the evaluation, dissemination and legacy of the project
- Working with GEM Staff and Trustees to support GEM

Skills, abilities and experience required:

- experience of working in the museum, heritage and cultural learning sector
- understanding of the museum and heritage learning sector
- experience and expertise in project management
- budget management expertise
- a proven record of successful strategic planning, fundraising and advocacy
- experience of organising events and meetings including professional development events/skills training
- excellent influencing and leadership qualities, and effective team management skills
- excellent communication and interpersonal skills
- ability to lead and work as part of a team, to motivate and work effectively with a wide variety of people
- expertise in consulting and involving people in programmes
- ability to make efficient and effective use of time, and to plan and prioritise work, often under pressure
- experience of delivering National Lottery Heritage Fund supported projects
- experience of working with consultants

4. Terms of Employment

This role is a part-time (two days per week) post for 18 months on an annual salary of £45,000 pro rata. The post holder will be expected to work a 7.5 hour day. The full-time holiday entitlement is 25 days in addition to UK bank and other public holidays. GEM contributes up to 5% of an employee's salary towards the NEST pension scheme. Alternatively, the successful candidate may be contracted on a self-employed basis if the appropriate HMRC conditions are met.

The person appointed will report to the GEM Chair of Trustees. The post holder will be expected to travel to meetings and professional development events across the UK – this will involve some overnight stays. Travel and subsistence expenses will be reimbursed according to GEM guidelines.