

## **Curating for Change: D/deaf and disabled people leading in Museums Project Development Officer - Job Description & Person Specification**

### **Purpose of the Role**

Screen South wishes to appoint a Project Development Officer with expertise in partnership development, workplace training or mentoring programmes, working with Museums and with D/deaf and disabled people, to support the development of detailed proposals for the planning of the Curating for Change project. In particular, the Project Development Officer will assist the Head of Accentuate Programme (HoA) in producing an Activity Plan to support a Round 2 bid to the National Lottery Heritage Fund. The post holder will build on the preliminary work that has been done around engaging over 20 Museum partners across England. They will also support the HoA and Evaluation Consultant in undertaking detailed reviews of the Museums Partners working practices and collating baseline data to feed into plans for the ongoing evaluation strategy and a digital engagement strategy.

The Project Development Officer (PDO) will be employed for a maximum 9 month fixed-term contract to undertake the above work leading to the submission of the Round 2 bid in March 2021. Should the application to run the delivery stage be successful it should be noted a Project Manager Post will be advertised. If the Project Development Officer was successful in being appointed for the Delivery stage of Curating for Change, this will be a new contract and not a continuation. The new role will include changes to the JD and personal specification to reflect project delivery responsibilities and, in line with National Lottery Heritage Fund requirements, would be advertised widely and interviews would be conducted for the revised role.

### **Background**

Screen South is a not for profit Creative Development Company operating in the wider creative and cultural community. Screen South delivers and leads innovative projects across screen based media and the wider heritage, cultural and creative industries.

The Accentuate Programme is part of Screen South's portfolio of work. Accentuate is a specialist programme which challenges perceptions of disability by providing life changing opportunities for D/deaf and disabled people to participate and lead within the cultural sector. The Curating for Change project will be part of a series of projects delivered through the Accentuate Programme.

### **Proposed Project**

Screen South, through its Accentuate programme, has been awarded £116,400 by

National Lottery Heritage Fund to develop a new national disability heritage programme called ***Curating for Change: D/deaf and Disabled People Leading within Museums***. This project will tackle the serious under representation of disabled people working within the museum sector through a curatorial led targeted work placement programme, peer to peer mentoring and sector wide forums. It will nurture a new cohort of 8 D/deaf and disabled Curatorial Fellows at the early stages of their museum careers, at the same time as establishing new networks and building confidence and skills within existing senior museum staff teams. It will also provide 8 shorter trainee placements for D/deaf and disabled people wanting to begin their journey towards a career working in Museums.

Established curators and senior leaders will gain insights from Fellows about embedding access provision to creatively interpret narratives, as well as showcasing works that specifically relate to deaf and disabled people's heritage. They will also develop skills in nurturing curatorial talent in D/deaf and disabled people. Therefore there will be impact across the entire organisation not only for the individuals taking part.

During the development phase of Curating for Change there will be extensive consultation with Museum partners and the establishment of a new museum network, leading to sustainable change. There will also be widespread consultation with D/deaf, disabled and neurodiverse people and groups as well as wider stakeholders. The Project Development Officer will support this consultation which will feed into all documents needed for the round two bid.

## **JOB DESCRIPTION**

The Project Development Officer (PDO) will oversee the successful delivery of the development phase of Curating for Change, undertaking two interlinked strands of work:

- Continue to build partnerships with Museum hosts for the placements, supporting them to review working practices and identifying access barriers prior to the Curating for Change Fellowships and Traineeships beginning. Researching other workplace training programmes looking at what has worked well and what hasn't and explore professional development opportunities for Fellows, such as Level 3 NVQ in Cultural Heritage. The PDO will also support the delivery of a range of consultation workshops with D/deaf and disabled currently working, or wanting to work, in Museum settings. The PDO will be expected to contribute research findings from the consultation into the second round bid application.

- Support the Head of Accentuate (HoA) in the research, development and production of an Activity Plan, in accordance with National Lottery Heritage Fund guidelines and associated guidance on learning, participation and community engagement. The Plan is intended to support a Round 2 bid to NLHF and must include mechanisms for delivering a cross-territory project, working with a number of partners across a number of sites across the UK.

Responsibilities will include:

**Develop and produce detailed Activity Plan based on NLHF guidelines for second stage of Curating for Change project delivery, including:**

- Audience development: identifying the full range of potential audiences and participants for Curating for Change, including local and wider community organisations and D/deaf and disability groups local to the partner museums.
- Research the range of different professional development opportunities there are available, such as, but not exclusively, NVQ 3 in Cultural Heritage and identify centers close to partner museums who could deliver this training.
- Support the HoA in delivering consultancy workshops including; one for D/deaf and disabled people wanting to work in Museums, one for those D/deaf and disabled people currently working in Museums, and two network events with our Museum host organisations.
- Support the HoA to undertake sector wide conversations and consultancy with organisations such as AIM, the MA, Vocaleyes, Museums DCN and the University of Leicester to develop a plan for sharing learning and increasing impact of Curating for Change.
- Develop outlines for participatory activities for target audiences, based on the research and consultation in the Round 1 bid and outcome of the audience development research.
- Support the HoA to develop outline plans for exhibitions and displays ensuring adequate resources have been allocated.
- Support the HoA and digital consultant to create a digital engagement strategy for the programme.
- Support the HoA and Evaluation Consultant to create an evaluation strategy for the programme, including supporting the collection of baseline data.
- Develop strategy for marketing and promotion of the project, based on identified target audiences.

**Support development of new and existing partnerships with key organisations and stake-holders appropriate to the developing Activity Plan and proposals for project delivery, including:**

- Support HoA in developing and maintaining relationship with funders.
- Support HoA in developing and maintaining relationship with Museum Partners

- Advocate for Curating for Change.
- Develop relationships with partners local to the Museums, including local disability and heritage groups, including volunteer organisations.

### **Project Management and Monitoring**

- Maintain accurate administrative systems for the project and ensure appropriate records are kept.
- Monitor progress against key milestones and achievement of outputs and outcomes, including co-ordinating preparation of Round 2 application, ensuring weekly update meetings are held with HoA.
- Supporting the HoA with reporting to NLHF in accordance with their requirements.
- Monitor and ensure compliance with funder conditions, including conditions of NLHF development grant.

### **Financial and Budget Management and Monitoring**

- Manage the project budget; monitor performance against budget and provide forecasts, reporting to the HoA and Head of Business and Operations at Screen South.
- Responsibility for undertaking the drawdown requests to NLHF, submitting all online reporting due for this.
- In consultation with the HoA and Head of Business and Operations, develop budget for project delivery based on Activity Plan and identified funding sources.
- Responsible for ensuring financial controls and procedures are managed for the project in line with Screen South policy and in consultation with the Screen South Head of Business and Operations.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role, within which the changing needs of the project can be accommodated.

## **PERSON SPECIFICATION**

**In recruiting to this post, we will be seeking evidence of the following skills, knowledge, experience and personal qualities:**

- Experience working with Museums and understanding the challenges they face in engaging D/deaf and disabled people.
- Experience working with trainees or those on work placement programmes.
- Experience in supporting the writing of activity plans and delivering NLHF required documentation.
- Proven track record in managing budgets and financial records effectively and accurately.
- Experience in managing the drawdown process for NLHF.

- Strong working knowledge of Excel
- Experience in supporting partnership management and development involving the voluntary and public sector.
- Experience of working across territories, including identifying and developing regional and local contacts, networks and resources.
- An awareness of, and interest in, disability history and working with disabled people.
- Effective administrative and organisational skills.
- Ability to communicate clearly and effectively using a range of styles and methods suited to the purpose.
- Proven track record of successful project delivery, including achieving agreed targets/outcomes and meeting tight deadlines.
- Ability to develop creative approaches to overcoming obstacles and arrive at practical and effective solutions.
- Effective interpersonal skills including the ability to enthuse and persuade others.
- Ability to manage own work performance and time effectively.
- A proven knowledge and understanding of issues affecting people of diverse backgrounds, disability, ages and communities.

**The Project Development Officer reports to:** the Head of Accentuate. The post holder will also support the HoA to work with a Digital Consultant appointed to provide support for the development of digital aspects of the project and an Evaluation Consultant. The post holder will work closely with the Head of Business Support & Kent Heritage at Screen South, and liaise with other Screen South staff as required. The Round 2 bid will include a proposal to appoint additional staff as Fellows, Trainees and freelance workers.

**The timeline is:** August 2020 start, with a second round bid submitted to NLHF in March 2021 and any final reporting completed in April 2021. A decision on the round two bid is expected in June 2021.

**Terms and conditions:**

- Salary: £30K per annum pro rata for a maximum of 9 months depending on start date.
- Hours: 28 hours per week, some evening and weekend work may be required, which will be recompensed with time off in lieu.
- Annual Leave: 25 days per year pro rata plus Bank Holidays pro rata.
- Desk based and travel: the post-holder may be based at home or at Screen South's office in Folkestone, by negotiation, but will be required to travel throughout England to meet museum partners. Reasonable travel expenses will



be paid. Any travel and working in the office will be considered on a basis of how safe it is for the postholder to do so in the current circumstances of the Covid 19 pandemic.

### **Application Process**

Applicants will be required to send a CV, and covering letter outlining how you fulfill the brief sent electronically to:

Esther Fox, Head of Accentuate

Email: [info@accentuateuk.org](mailto:info@accentuateuk.org)

Tel: 01303 259 777

Alternatively you can telephone or email to request application materials in other formats and to discuss the application.

**Deadline for applications: 12 noon, Monday 20<sup>th</sup> July 2020**

**Interviews (via Zoom): Tuesday 28<sup>th</sup> July 2020**