



Museums Association Applicant Information Pack
Health and Wellbeing in Museums Project Officer
January 2025

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Welcome letter from the manager

Thank you for your interest in the Health and Wellbeing in Museums Project Officer position.

I am delighted you are considering this job and I hope this information pack gives you an insight of who we are and what we are about.

Grant giving is a key part of the Museums Association's support for the sector and this role delivering the Health and Wellbeing in Museums fund will bring you into contact with leading practitioners and policymakers. The project officer is at the centre of this programme as advisor and facilitator for museum applicants and grantees; lead for comms and learning dissemination in the UK museum sector; and link to external evaluators to understand and enhance the impact of this programme.

We are a friendly and supportive team at the MA and you will be part of the policy and programmes department, where our work ranges from advocacy in the four nations of the UK to professional development programmes, the Esmée Fairbairn Communities and Collections Fund and Museums Change Lives campaigns.

We hope the following information will encourage you to apply and we look forward to receiving an application.

You can contact me on sarah@museumsassociation.org if you have any further questions about this job.

Best wishes

Sarah

About us

We are a dynamic membership organisation that campaigns for socially engaged museums and a representative workforce. We work ethically and sustainably and collaborate with partners where we have common aims and values. We advocate for and support museums and everyone who works in and with them so that the value and impact of museums and their collections is realised.

We are the only organisation for all museums in the four nations of the UK. We recognise the differences in context, culture, legislation, policy and practice between the nations and we strive for equitable treatment for all our members in the UK. We are independent and not-for-profit and advocate for museums without fear or favour from governments or funding influences.

Our mission

Inspiring museums to change lives.

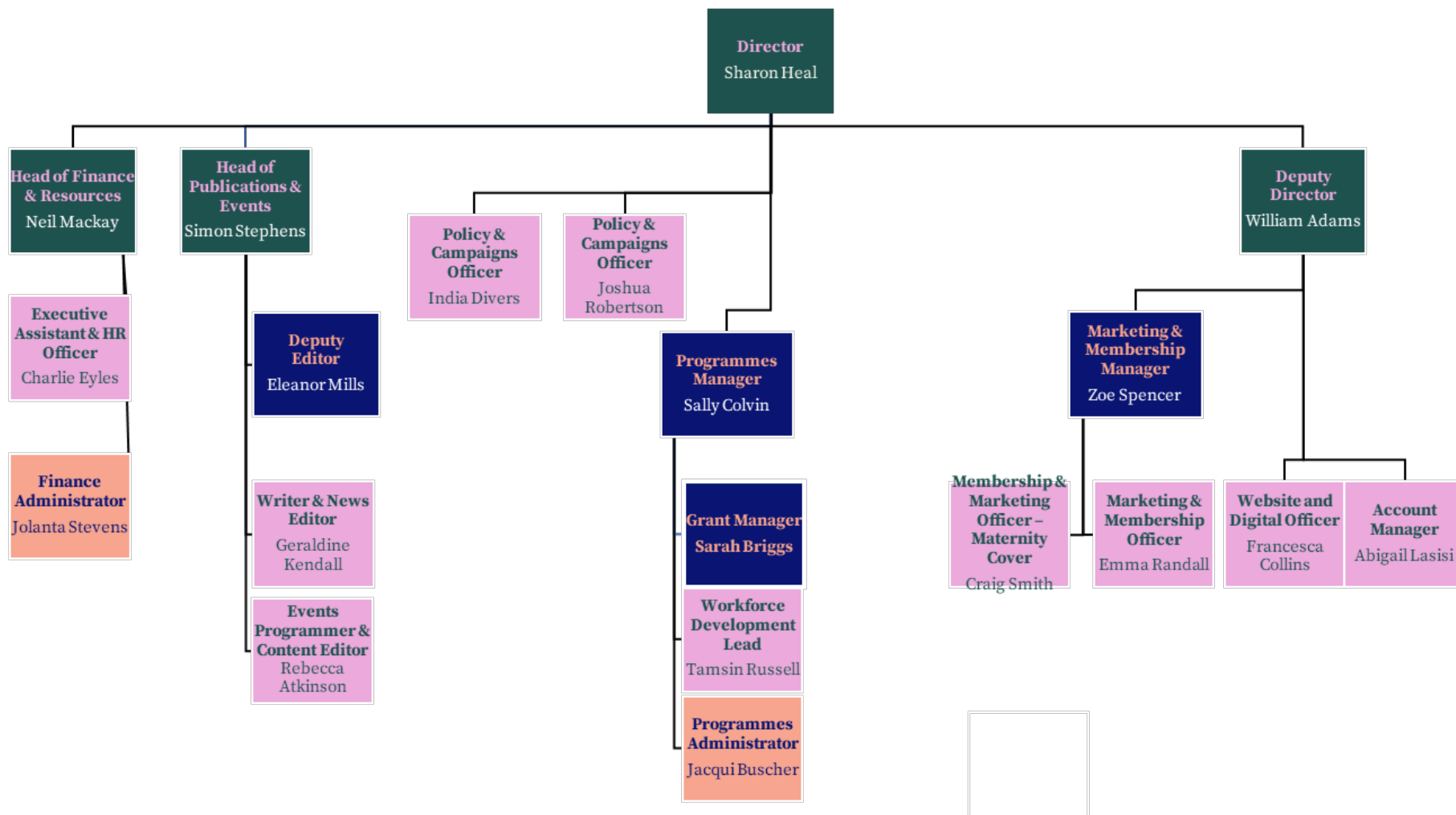
Our vision

Inclusive, participatory and sustainable museums at the heart of their communities.

Our values

- We lead with courage and passion.
- We champion diversity and equity.
- We work collaboratively, inclusively and ethically.
- We campaign for social and climate justice.
- We lead change by example

Organisation Chart



What we offer

Working hours and flexible working

Our full-time working hours are 30 per week, Monday – Thursday, in line with our reduced and compressed hours week policy. The successful candidate will work 18 hours per week but will be paid as if working 21 hours work week (£26,675 per annum). Additionally, we also offer a range of other flexible working arrangements, such as hybrid working and flexi-time.

Annual leave

You are entitled to 25 days annual leave a year (pro-rata), plus public holidays (pro-rata).

Salary

All salaries are benchmarked against information from an independent third party organisation specialising in terms and conditions and pay for comparable job roles.

There is a salary range for each role within our grading system to enable the MA to recognise and reward employees within the context of changing circumstances and based on competencies.

Pension

We offer a Group Pension Plan and will contribute 8.5% if the employee contributes at least 4%.

Life assurance

We will make a single payment of six times your salary as life assurance to the person/s you choose.

Health and wellbeing

You have access to:

- £50 towards glasses for Visual Display Unit (VDU) work, plus an interest free loan for the remaining costs.
- Applying for Sabbatical leave.
- Applying for Study leave.
- Complimentary tea and coffee in the office.

- Employee Assistance Programme (EAP).
- Annual £200 contribution towards home working setup.
- £50 wellbeing allowance for 2025/26.
- Free eyesight tests.
- Free individual MA membership card <https://www.museumsassociation.org/join/>
- Opportunity to join Prospect, the MA's recognised Trade Union.
- Staff away days.

Family-friendly policies

- Significantly enhanced maternity (26 weeks full pay), adoption (26 weeks full pay), paternity (2 weeks full pay) and shared parental pay (2 weeks full pay) and leave.
- Up to 10 days paid special/compassionate leave.
- Unpaid time off to look after dependants.
- A maximum of 18 weeks' Ordinary Parental Leave for each of your children under the age of 18 years - for children up to their fifth birthday, the first two weeks' Ordinary Parental Leave will be paid at the normal rate of pay.

Learning and development

We place a high priority on the development of our staff.

We want to ensure that every employee has the best opportunity both to gain the necessary skills and knowledge to work effectively towards our objectives and to further their own personal development.

Travel

You are entitled to:

- An interest-free annual season ticket loan.
- Cycle to work scheme loan.
- Expenses paid for all travel and subsistence on work trips.

Time of in lieu (TOIL)

TOIL for any weekend working and attending our annual conference.

Volunteering

We encourage staff to take up to three days leave annually to volunteer with other registered charities.

Job description

Job title	Health and Wellbeing in Museums Project Officer
Contract	Fixed term for 18 hours per week – April 2025 – March 2027
Grade	3
Place of work	Hybrid working – all staff are expected to work from our office in London at least twice per month (pro rata for staff working 18 hours or less)
Responsible to	Grants Manager
Responsible for	No management responsibilities
Date	January 2025

Summary

Responsible for delivery of the Health and Wellbeing in Museums Fund. Supported by the Julia Rausing Trust, the fund is a grants programme supporting UK museums to develop and continue sector-leading health and wellbeing work through a time of financial crisis and to embed excellent practice.

Major activities

Setting up the programme

- Building on existing plans and with support from colleagues, create and implement a grant application process that is efficient and fair, with transparent decision-making. This includes grant criteria, terms and conditions. Grants will be awarded in summer 2025 and 2026.
- Create and deliver a learning and dissemination plan. This will include network meetings for grantees for peer support and to improve practice; and a range of content and publications to share learning more widely and inspire others.
- With appointed evaluators, establish an evaluation framework that includes grantee data, in-house surveys and feedback, and external evaluation.

Delivering the programme

- Advise and support UK museum applicants to the fund, mainly through booked online calls.

- Convene and service a grants selection panel with appropriate skills and expertise.
- Manage programme comms from the MA as part of agreed plans.
- Undertake programme admin, including processing expenses within agreed budgets and responding to enquiries. With the grants manager, ensure thorough and timely reporting to funders and MA governance.

Sharing learning

- Represent the programme and the MA, for example at conferences and meetings with stakeholders.
- Work as part of the MA team to ensure this fund is an effective part of the wider Museums Change Lives campaign and to share learning for future MA work.

This list is neither exhaustive nor exclusive and may be changed from time to time.

Person Specification – Health and Wellbeing in Museums Project Officer

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification.

It will also be used by potential candidates to understand expectations and identify how their experience, knowledge and skills will be assessed.

Assessment Method Key

Application (A)	Criteria will be assessed at shortlisting; therefore, anything not in your application can not be scored.
Interview (I)	Criteria will be assessed during an interview, should you be shortlisted.

Essential requirements	Assessment method
Experience	
<ul style="list-style-type: none"> Experience of advising, supporting and/or coaching people or organisations, for example to develop projects 	Application & Interview
<ul style="list-style-type: none"> Experience of researching and writing clear and accessible materials, such as resources and case studies for publication 	Application & Interview
<ul style="list-style-type: none"> Experience of monitoring and evaluating projects to track delivery and impact 	Application & Interview
<ul style="list-style-type: none"> Experience servicing committees or groups, for example preparing agendas and papers. 	Application
Knowledge and understanding	
<ul style="list-style-type: none"> A good knowledge of leading practice in museums and/or health and wellbeing work 	Application & Interview
Skills and attributes	
<ul style="list-style-type: none"> Enthusiastic, with excellent communication and interpersonal skills, and the proven ability to work with others, inspiring them to adopt good practice and supporting them sensitively in their aims 	Application & Interview

<ul style="list-style-type: none"> • Ability to see the big picture, and be constantly curious, but also grounded in the details of how things really work in practice 	Application & Interview
<ul style="list-style-type: none"> • Proven project and time management skills utilising project management principles and techniques 	Application
<ul style="list-style-type: none"> • Excellent writing and presentation skills 	Application
<ul style="list-style-type: none"> • Ability to work using own initiative with excellent organisational skills 	Application
Travel	
<ul style="list-style-type: none"> • Willingness and ability to occasionally travel and stay overnight in the UK 	Application
Desirable requirements	Assessment method
<ul style="list-style-type: none"> • Experience of writing for online audiences and using social media 	Application
<ul style="list-style-type: none"> • Understanding of different methodologies to assess impact 	Interview
<ul style="list-style-type: none"> • Experience managing relationships with senior stakeholders and funders 	Application
<ul style="list-style-type: none"> • Understanding of grant making processes, either as an applicant or awarding funds 	Application & Interview

How to apply

The closing date for applications is **Sunday 9 February 2025 at 11.59pm.**

Please send completed application form and equality and diversity monitoring form to charlotte.eyles@museumsassociation.org with subject heading 'Health and Wellbeing Museums Project Officer'.

Interviews will be held online on **Thursday 27 February 2025.**

We are actively seeking and welcome applications from people from a range of diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.

All candidates will be contacted via email for the following reason:

- To inform them if they have been unsuccessful in being shortlisted for an interview
- To inform them if they have been successful in being shortlisted for an interview
- To inform them if they have not been offered the role after an interview including feedback on request

Candidates will only be contacted via telephone if we are offering them the role.

Useful Information

Application form

The Executive Assistant and HR Officer will remove all personal data and dates from the application form before it is sent to the interview panel.

Shortlisting

A shortlist of applicants will be drawn up for interview, based entirely on merit and suitability for the post, by an assessment of each application against the person specification for the post. Applicants who are unsuccessful in progressing to the interview stage will be informed of the outcome of shortlisting. Unsuccessful applicants will not be given feedback on their application due to capacity.

Interviews

The MA will share core interview questions one week before the interview takes place. There may be a few interview questions that won't be shared.

Applicants should inform us prior to the interview of any reasonable adjustments they may need relating to the process and format of the interview, particularly related to neurodivergence or disability.

Applicants will be informed about the constitution of the interview panel and format of the interview ahead of time.

All interviewed candidates will be notified of the outcome of the selection process as soon as possible by email.

Unsuccessful candidates will be provided with feedback about their performance at interview on request.

Conditional offers

All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in the UK;
- a check of qualifications where relevant.

Probationary Period

New appointments will be subject to a probationary period of six months.

Commitment to equality

In the case that candidates are 'as qualified as' each other we will give preference in offering interviews to people from diverse backgrounds, particularly people with disabilities, people of colour, people who identify as LGBTQ+ and people from a range of socio-economic and educational backgrounds.