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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Collections Project Officer
<b>Post number</b>	Y00483
<b>Your team</b>	Culture, Leisure and Environment Services
<b>You would be based</b>	Civic Centre and Museum Collection Stores
<b>Your line manager</b>	Museum Community Engagement Manager



**Elmbridge**  
Borough Council

*... bridging the communities ...*



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## About the role

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Elmbridge Museum is a dynamic local authority service which is passionate about increasing opportunities for people to engage in arts, culture and heritage throughout the borough. We run an active programme of events for families, schools and community groups; create innovative temporary exhibitions which tour to a range of community venues; work with volunteers to provide a thriving Local Studies research service; and care for a diverse collection of over 43,000 objects including archaeology, art, coins & medals, costume, geology, natural history, photography and social history.

We are looking for a motivated individual to join the team and support us in our aim to ensure the collection reflects the history of Elmbridge and is relevant to the local community. The museum collection is currently housed in two offsite storage facilities. We are planning to re-locate one of the stores to ensure objects can be better accessed by the public. This store contains a wide range of material including social history, domestic and farming equipment, archaeology, toys and trade materials. The post holder will co-ordinate a full audit of these objects to ascertain the status of long-term loans and identify any items which do not meet the museum's Collections Development Policy. They will work with the Museum Manager and Collections Officer to organise the safe and efficient handling, packing and movement of collection objects into the new store.

The key aims of the role will be to increase the relevance of the museum collection through a strategic audit of objects. We want to use this opportunity to research our holdings and uncover hidden stories and local connections which will bring these objects to life for a wide range of audiences. A key part of this role will be the recruitment and management of a volunteer team to assist with the audit and object research. We are looking for candidates with experience of documentation and object handling, an interest in local history collections and a commitment to public engagement and accessibility. This is a great opportunity to combine collections care and documentation with public engagement through the management of volunteers and audience engagement activities.

The successful candidate will demonstrate excellent project management and organisational skills and a thorough understanding of best practice in collections care and documentation. They will have strong interpersonal and communication skills, excellent attention to detail and experience of managing volunteer teams. The post holder will work creatively with colleagues in the museum team to facilitate opportunities for public engagement. The post holder will need a flexible approach to work and a full driving license to enable travel to off-site stores.

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## The main purpose of the role:

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- To co-ordinate a full audit of museum objects in preparation for the store move
  - To recruit and manage a team of volunteers to research object stories and increase relevance of the collection to the local area
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## Specific duties and responsibilities

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1. To work with the Museum Manager and Collections Officer to plan the store audit.
2. To recruit a team of volunteers to support with the audit, organising object handling and documentation training and managing the work of the volunteers throughout the project.

3. To create a volunteer research project to uncover hidden stories about objects and to disseminate findings to increase the relevance and accessibility of the collection.
  4. To liaise with individuals and organisations to organise the return of long-term loans.
  5. To identify objects which do not meet collecting criteria and should be considered for disposal to other Accredited museums or public organisations.
  6. To identify gaps in contemporary collecting and work with the Museum Manager to commission a new piece of work reflecting contemporary life in Elmbridge.
  7. To work with a freelance photographer to digitise objects and make images and information available via the museum website.
  8. To organise public engagement opportunities for members of the public to visit the new store and facilitate object handling activities.
  9. To promote project work through blog posts and displays in the community and to support the Museum Manager in completing progress reports for key funders.
  10. To undertake all work in line with the Elmbridge Museum Accreditation Policies to meet professional standards in collections care, documentation and audience engagement.
  11. To ensure the safe and efficient handling, packing and movement of collection items.
  12. To update the collections database EMu in line with Spectrum standards.
  13. To work with the Collections Officer to undertake housekeeping and other collections management procedures.
  14. To seek advice when required from professional bodies including the Museums Association and Collections Trust.
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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## Health and safety

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## Personal and sensitive data

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Job title: Collections Project Officer (fixed-term 12 month contract)**

**Post No: Y00483**

**Team: Culture, Leisure and Environment Services**

**Hours: 28.8 hours per week**

**Salary: Scale 4 £27,028 - £29,390 pro rata**

**Car Allowance: C3 – Frequent Car User**

Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
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Education and experience			
1	Museum professional qualification or knowledge developed through experience	E	A / I
2	Museum object handling training	E	A / I
3	Experience of managing volunteers	E	A / I
4	An understanding of museum sector best practice, e.g. Spectrum, Accreditation, Code of Ethics for museums	D	A / I
5	Project management experience or qualification	D	A / I

Knowledge, skills and abilities			
6	Effective organisational skills and the ability to manage workload and meet deadlines	E	A / I
7	Ability to work on own initiative and as part of a team	E	A / I
8	Ability to work accurately with attention to detail	E	A / I

9	Effective interpersonal, oral and written communication skills	E	A / I
10	Ability to be innovative and creative in project planning and delivery	E	A / I
11	Ability to use collections management systems	E	A / I
12	Ability to use camera/scanner and associated software e.g. Adobe Photoshop	E	A / I
13	An interest in collections representing local history	D	A / I
14	Experience in preparing grant applications	D	A
15	Experience using Axiell EMu collections database	D	A / I
16	Awareness of Health and Safety, COSHH and personal safety e.g. ladders and lone working	D	A / I

<b>Special requirements</b>			
17	A current driving license (you do not need your own vehicle as the Council provides electric vehicles for use by staff)	E	A
18	Required to be part of the Museum Emergency Response Team	E	A