A group of people holding cups

Description automatically generated 

Thanks to National Lottery players

Project administrator

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| Location: | Primarily based at the Workhouse Museum, Ripon. |
| Salary Band: | £23,750 FTE (£12,838 pro rata) |
| Hours of work: | 20 hrs per week |
| Post length: | 3-year contract |
| Responsible to:  Responsible for: | Director of Museums  n/a |
| Benefits: | 25 days holiday per year (pro rata) plus Bank Holidays. 5% employer pension contribution |
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**Job Description**

This post is key to delivering core administrative support to our exciting, ‘Inspiration for a Fairer Future’ project, funded by The National Lottery Heritage Fund as well as other funders and donors.

**About the project**

Ripon Museums, comprising a Victorian Workhouse, a Georgian Prison, and a Georgian Courthouse, illustrate the history of poverty, crime, fairness, and justice in Yorkshire. The "Inspiration for a Fairer Future" project, with a total project value of £3.3m, aims to enhance visitor experiences, attract diverse audiences, and preserve local heritage. It will focus on essential repairs at The Workhouse Museum and manage 8,700 artefacts from the Prison & Police Museum currently in storage. Additionally, the project will unify interpretation and activities across the museums, continuing to act as a powerful learning environment, exploring the evolving history and modern context of social justice and the broader heritage of Ripon.

**About Ripon Museum Trust**

This is a very exciting time to be joining the team. Here at Ripon Museum Trust, we are passionate about delivering our Vision to ‘use our heritage assets to inspire people to seek a fairer society’. All within walking distance of one another, the Workhouse, Courthouse and Prison & Police Museums create a rich tapestry telling the complex story of poverty, crime and justice. Woven from the lives of the real people who were judged, housed and punished within these institutions, these museums offer visitors a unique insight into Victorian society.

Our Mission is:

* To use **the unique trio of the Workhouse, Prison & Police and Courthouse Museums**, our collections and the stories they tell to **help people explore big issues** such as **fairness, equality, justice and welfare**.
* Through excellent engagement, programming and outreach together we will **inspire people to become compassionate and active citizens**, shaping society for the better.
* To work for greater participation in our heritage which will **enrich lives and improve wellbeing.**
* To **work as** **one team**, with **volunteering** integral to our organisation.
* To **make a positive impact on the** **cultural and economic capital** ofRipon and its region

**Purpose, duties and responsibilities**

The post holder will provide efficient, effective and flexible support to the Director and RMT Board to ensure the smooth running of the project and help it to achieve its ambitions. This post ensures that the project aligns with the wider museum operation and mitigates impact on the visitor experience through effective communications.

This will involve:

* Supporting & coordinating project communications by providing a consistent point of contact for internal and external queries/correspondence as required to ensure a high level of customer service and business continuity.
* Taking the lead on internal communications about the project, including newsletters and presentations.
* Creating content for use on our external marketing channels,
* including information for social media, press releases and stakeholder communications.
* Providing ad-hoc administrative support to the Client team.
* Assisting in keeping accurate records about the project including volunteer hours, in compliance with Trust procedures.
* Ensuring funder requirements and timelines are adhered to and that we are acknowledging Heritage Fund and other funders appropriately.
* Inputting key project activity into the Ripon Museum Diary to ensure work on the project and at the visitor attraction is well programmed and aligned.
* Coordinating the provision of appropriate resources to meet the needs of the project, as required, to ensure the project operates effectively.
* Complying with RMT procedures to manage risk to yourself, your team, your volunteers, visitors and contractors.
* Maintaining good working relationships with funders, other organisations and stakeholders as appropriate to the project.

This role will also take the lead on the following aspects of the Activity Plan:

**Fairer Futures online**- Take the lead on content creation to create a new online resource that engages local, regional and national audiences with RMT and the Fairer Futures theme through online exhibitions, blogs, downloadable resources and video content. This will be developed from digital outputs and blog posts created throughout the project. This aspect of the activity plan will be developed together with RMT’s Communications Lead and content creation volunteers.

**Evenings of Curiosity**: Delving deeper into Ripon Museums- Evening programme for adults featuring interactive talks and refreshments with the potential to partner with a local restaurant on an ‘Early Bird’ offer.

**Principal Relationships**

Director, Project Manager (external) Project Advisor (external) Community Curator, Visitor Experience & Volunteer Manager, stakeholders.

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| **Person Specification:** | **Essential** | **Desirable** |
| **Knowledge and Experience** |  |  |
| Experience of administration in a busy office environment | / |  |
| Literate and numerate with basic financial skills | / |  |
| Good written and verbal communication skills | / |  |
| Flexible-customer focused approach, able to multi-task, prioritise own workload and maintain confidentiality. | **/** |  |
| Knowledge of Health & safety procedures. | **/** |  |
| Experience of records management and information systems. Well organised with good attention to detail. | **/** |  |
| Ability to be a team player | **/** |  |
| PC literate using MS software and other packages to intermediate level. | **/** |  |
| Experience of Heritage Fund projects |  | **/** |

This role is based in the museum with some working from home and hybrid working supported. We understand how important work/life balance is for wellbeing and are open to considering a variety of options, including hours of work, work patterns, secondments and job shares.

Ripon Museum Trust is an equal opportunity employer. We positively encourage applications from all areas of the community regardless of race, sex, disability, religion/belief, sexual orientation, age or gender identification. This is part of our commitment to equality and reflects the diversity of our population.

**Method of Application**

If you are interested in this position, please complete the application form on our website [www.riponmuseums.co.uk](http://www.riponmuseums.co.uk) showing how you meet the criteria for the position. Please send the completed application form to our Business Support Officer, Katie Rayden-Drabkin at [katie.rayden-drabkin@riponmuseums.co.uk](mailto:katie.rayden-drabkin@riponmuseums.co.uk) or alternatively post to The Workhouse Museum, Allhallowgate, Ripon, HG4 1LE by Sunday 23rd February 2025. If you would like to find out more about the position, please email Katie in the first instance. ***Please do not send a CV – it will not be used for shortlisting***.

**About The National Lottery Heritage Fund**

The National Lottery Heritage Fund is the largest funder for the UK’s heritage. Using money raised by National Lottery players we support projects that connect people and communities to heritage. Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past.