



## ADVERT

### Part Time Operations Officer (Six Months fixed term contract), Ripon Museum Trust

- *Do you have the drive and organisational skills to work in a busy office where every day is different?*
- *Are you passionate about the accuracy and thoroughness of your work especially financial administration?*
- *Do you enjoy working with a variety of people and in a lively diverse team?*

### If so, this job is for you!

Since 1982 Ripon Museum Trust has run three museums in the heart of the City of Ripon. Our work at Ripon Museum Trust is guided by our Vision and Mission. Our Vision is to inspire people to seek a fairer 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.

In 2020 the global Covid-19 pandemic has been a particularly challenging time for the whole tourism and museum industry and Ripon Museums were closed for just over 3 months. In mid-July we reopened with Government safety measures in place and we operate with the Visit Britain's 'Good to Go' kitemark.

The postholder will be responsible for ensuring that the museums have everything they need to operate and be administered effectively. You will order the stock required to keep them well supplied and undertake a varied administrative (including financial administration) workload to meet standards, targets and deadlines. Familiarity with financial software and Excel is essential. You will also assist with managing the volunteer rota, recruitment and development. You will coordinate and administer external room hire.

Work base:	Ripon Workhouse Museum
Salary:	£17,000 per annum (pro rata 92% = £15,640)
Contract:	Six months from appointment
Hours of work:	Part-time – 34 hours per week (0.92 full time). These hours will be worked flexibly Monday – Friday 9am – 5pm. Some evening and weekend work will be required.
Responsible to:	Volunteer and Operations Manager

See the role description for further details about the position:

<http://riponmuseums.co.uk/support/opportunities/>

Closing date for applications: 5pm 2<sup>nd</sup> October 2020

Interviews to be held on: 9<sup>th</sup> October 2020

If you are interested in this position, please complete the application form on our website

<http://riponmuseums.co.uk/support/opportunities/> showing how you meet the criteria for the position.

Please send the completed application form to [recruitment@riponmuseums.co.uk](mailto:recruitment@riponmuseums.co.uk) or The Workhouse Museum, Allhallowgate, Ripon, HG4 1LE. **Please do not send a CV – it will not be used for shortlisting.**