



Collaborative Programmes Manager

Job title	Collaborative Programmes Manager
Location	Krowji, Redruth, Cornwall TR15 3AJ (Krowji is an accessible venue)
Salary	£35,000, +4% pension scheme, essential travel allowance and cycle to work scheme available. 25 days annual leave plus statutory bank holidays
Hours	37.5 hours per week – flexible working available
Contract type	Permanent
Reporting to	CEO

Who we are

Cornwall Museums Partnership (CMP) is an independent charitable incorporated organisation, formed in 2015 to provide leadership for Cornwall's museums; to support them, represent them and give them a voice. We are a sector-leading charity which is not afraid to think differently and respond to the museumscape around us, rather than wait for wisdom from "up the line."

Our purpose is to create positive social change with museums. Our distinctiveness comes from our location; we are Cornish and rural. These are important characteristics and fuel our appetite to lead from the edge and act as a catalyst for new ideas and practice.

Our values drive the way we work; they describe how we will make our vision real. We are:

- **Collaborative:** we believe that collaboration provides fertile ground for the flourishing of inventive and resourceful practice. We listen and form genuine partnerships which are built on mutual understanding and respect;
- **Innovative:** we seek new solutions and think differently. We pioneer new ways of doing things, and set high standards in everything we do;

And we are:

- **Inclusive:** we respect and value multiple perspectives. We are committed to creating and maintaining an environment that respects diverse traditions, heritages, and experiences and is inclusive for everyone.

We are based in Krowji, Redruth.

Why Museums Matter

At their best, we think museums help us to explore some of the most fundamental questions about who we are and our place in the world. Museums help people look at the world through other people's eyes. They can provide a space to develop new skills, boost confidence and provide a focal point for communities, bringing people together, promoting wellbeing and tackling loneliness.

Cornwall Museums Partnership exists to invigorate museums and inspire the wider cultural and charitable sectors. We bring new ideas, new connections, new practice and new resources which we are keen to share and can be of benefit to a wide range of people and organisations.

Vision

We want to be recognised nationally and internationally as a pioneering model of collaborative leadership which promotes innovation and resilience in the museums' sector and beyond. We want to shift the dial in terms of the impact and value museums create. By working in partnership with museums we want to help them to use their collections to foster happy, healthy and prosperous communities where heritage is valued and celebrated.

Activities

There are three aspects to our services which will help us achieve our vision:

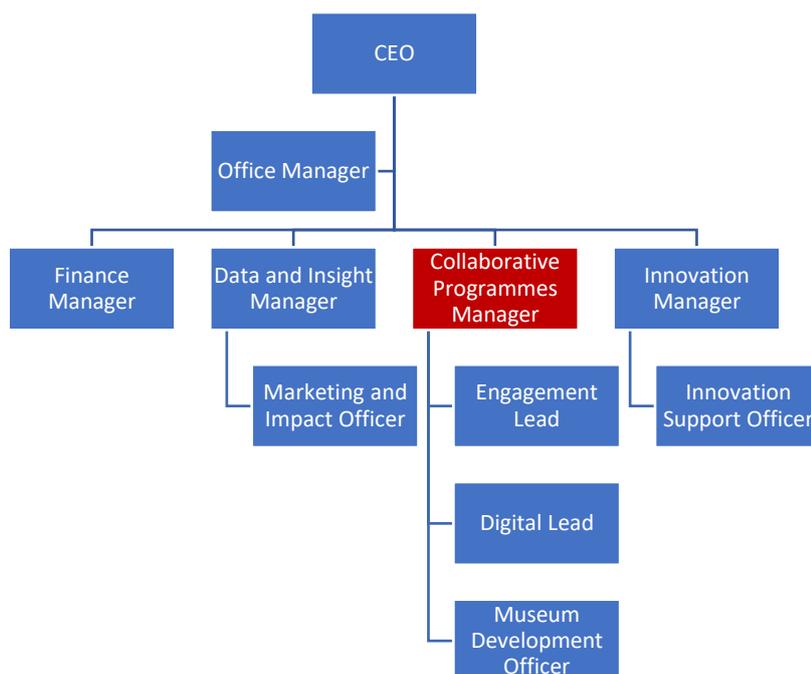
1. **Commissioning programmes** in museums which help them to engage with more people and become more sustainable and resilient
2. **Brokering partnerships** between museums and the private, public and voluntary sectors to help them access new skills, resources and markets
3. **Providing excellent training and support services** which provide effective solutions to key challenges, question 'business as usual' and result in a skilled, networked, confident and happy museum workforce.

Job Purpose

This is a new role designed to play a leading role in the strategic direction of our charity. The postholder will be a key member of the senior management team, working closely with the Finance Manager and CEO to generate, review and adapt the charity's strategic plans in order to maximise its impact.

The Collaborative Programmes Manager will be responsible for leading the charity’s investment programmes and projects with museums, spearheading and designing innovative programmes of work to help museums in Cornwall and Scilly to thrive. They will play an active role in fundraising; both helping to shape and implement the fundraising strategy to secure funds to invest in museum activity designed to deliver the priorities of the Cornwall Museums Strategy.

The role will lead a team which delivers a range of support to Cornwall’s diverse museum community.



Key Tasks and Responsibilities

To initiate and manage CMP’s core investment programmes to increase the impact of museums.

The postholder will:

- Work closely with the CEO to lead on the development of commissioned programmes which help more people and a wider range of people to engage with museums and help museums to increase their resilience
- Design and lead excellent training and support services for museums which provide effective solutions to key challenges, question ‘business as usual’ and result in a skilled, networked, confident and happy museum workforce
- Support the development and implementation of the fundraising strategy, in partnership with the CEO helping to scope and produce funding applications and proposals to support impactful programmes of work with museums
- Ensuring effective systems are in place to monitor projects; leading on the reporting to key funders and supporters

- Lead the CMP programmes team, ensuring effective systems are in place to track and monitor progress
- Provide information, advice and guidance to museums to develop and share learning and best practice
- Champion the principles of equality and diversity within the organisation and its networks and partners
- Promote the Cornwall Museum Strategy vision, values and approach across the museum sector
- Develop and oversee the implementation of effective systems to collect and communicate the charity's impact
- Taking responsibility for health and safety of self, colleagues, visitors and contractors, completing accident and incident reports as and when applicable
- Undertake any other duties commensurate with the post that shall from time to time be determined by the CEO

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the project. You will also be required to be flexible and adaptable with respect to your role and you can expect that Cornwall Museums Partnership offers you the same commitment in return.

PERSON SPECIFICATION

Essential Qualities

1. Commitment to the values of our charity (Collaboration/ Inclusion/ Innovation)
2. An ability to identify and implement innovative solutions with the museums sector
3. Excellent communication, negotiation and presentational skills, comfortable appearing in a wide range of public forums
4. Able to manage change effectively and creatively: respond to complex and changing situations by use of creative problem solving and bringing new thinking, delivery mechanisms and solutions

Essential Experience

1. Extensive experience of working in complex and diverse organisations at a senior level.
2. Excellent people management skills and a commitment to supporting employees health and wellbeing
3. Experience of putting the principles of equality and diversity into practice in a museum environment and expertise in demonstrating the Creative Case for Diversity
4. Experience of driving innovation and implementing best practice
5. An experienced, confident, and successful fundraiser

6. Self-motivated, creative and entrepreneurial with an enthusiasm for museums and their ability to make a positive contribution to people's lives
7. Ability to work on own initiative, demonstrating strategic ability to generate, coordinate and facilitate projects
8. Ability to build strong, effective, supportive relationships and networks in order to achieve project objectives over a geographically dispersed area
9. Experience of managing budgets
10. Experience of reporting to funding bodies and writing evaluations
11. IT literate and confident in using a range of digital tools
12. A commitment to the principles of equality and diversity

Desirable

1. Experience of senior management post in partnership-based organisation.
2. Understanding of Arts Council England and National Lottery Heritage Fund priorities and programmes.
3. Understanding of the objectives of the SW Museum Development Partnership.

How to apply

Deadline for Applications: **5 pm Monday 8th June 2020**

Interviews will take place either via video call or at Krowji, Redruth on Tuesday 16th June 2020.

Please send a completed application form to Karen Little at

karen@cornwallmuseumspartnership.org.uk by 5pm on Monday 8th June. Please let us know if you have any access needs. It's important to us that our application process is accessible to all.

We welcome calls/contact from prospective candidates. If you have a question about the role, please do get in touch on 01209 500 750 or contact Emmie at

emmie@cornwallmuseumspartnership.org.uk