



Project Coordinator

Natural science collections network improvement project

Fee: £150 day rate (with support for travel and materials as required for the project; a limited amount of desk time/space may also be made available at locations across the country)

Duration: 85 working days between October 2013 and March 2015 with half of those days falling in the first 6 months of the project and the remainder being negotiable, depending on achievement of project goals. Scope for position to be extended, dependant on the securing of further funding.

Closing Date: 26th July 2013

Interviews will be on 5th September in London

Brief

The Natural Sciences Collections Association (NatSCA; registered charity no. 1098156) is looking to appoint a motivated and experienced individual to coordinate its 'natural science collections network improvement project'.

This role will involve the management of workflows for committee members and volunteers, and the development and facilitation of delivery of a range of strategic outcomes. As the Subject Specialist Network for the natural sciences, NatSCA has been awarded money from Arts Council England to complete this project.

The continuation of this consultancy will be dependent upon the completion of stipulated time-dependent outcomes and there is scope for future development of the role should further funding sources be identified.

Background

NatSCA is a membership organisation and charity that promotes the interests of natural science collections and the staff that work with them. Our aims include advancing best practice within the sector, providing training, advocacy for the sector and working with relevant governing bodies.

NatSCA is managed by its membership: unpaid volunteers who give up their time for NatSCA business. Committee members are enthusiastic and committed but time pressures often mean that projects outside of our normal business are not driven forward, wider goals are not properly considered and time is not managed as effectively as it might be. Strategic thinking is a luxury at present but, in order to achieve excellence in what we do, it is essential.

This consultancy will address this situation by working alongside the committee to provide the structure, time regulation and coordination required to successfully progress a portfolio of planned projects:

- 1) Development and implementation of a comprehensive strategic plan for NatSCA including (but not restricted to):

- a stable social media strategy to improve communication within the NatSCA network and between outside stakeholders (from university based scientists to independent artists)
 - a media and publicity strategy to raise awareness of NatSCA activities and project outcomes to a wider audience (for example, dissemination of the results of our current ACE funded audience evaluation project). This strategy will be developed with input from our newly appointed patrons in order to raise the public profile of natural science collections
 - a volunteer strategy to make more effective use of the time investment from the committee and to provide an opportunity to for network members to engage more fully with the activities of NatSCA
 - a fund-raising strategy to facilitate the procurement and administration of funding for the further development of NatSCA
 - an evaluation strategy for NatSCA events, services and projects
- 2) Coordination of communication and engagement with other SSNs, including organisation of cross-over training with generalists and specialist groups outside the natural sciences
 - 3) Compilation of a database of subject specialist resources
 - 4) Compilation of a database of UK natural science collections in collaboration with the Linnean Society, NHM and other stakeholders

We are looking for someone who...

...develops superb working relationships with volunteers, colleagues and clients
 ...is dynamic, flexible and can quickly get up to speed in this new role
 ...has an appreciation of the challenges facing the museum sector
 ...has an understanding of the roles of key players in the museum and natural sciences sectors
 ...can demonstrate that they produce work of an outstanding quality
 ...has experience of project coordination and fully understands the requirements of this project
 ...has exceptional time management skills
 ...has exceptional project management skills
 ...is proactive, self-motivated and capable of excellent work under their own initiative
 ...has excellent written and verbal communication skills
 ...is computer literate and has demonstrable experience of using a variety of social media platforms (including blogs and Twitter) to good effect

Enquiries:

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How to apply:

Please send an electronic copy of your CV (please feel free to embed hotlinks to examples of your online work) and covering letter (preferably in pdf format) detailing how you would approach the project and demonstrating how you meet our criteria to Clare Brown clare.brown@leeds.gov.uk by 26th July 2013.

Supported by Arts Council England