



# CULTURE, HERITAGE & ARTS ASSEMBLY.

ARGYLL & ISLES



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Manager (Argyll Aspires)
<b>LINE MANAGER:</b>	Director - Culture, Heritage and Arts Assembly (CHARTS)
<b>SALARY:</b>	Self-employed role @ £150 per diem
<b>DURATION:</b>	58 weeks, part time (2 days weekly)
	Anticipated start date August 2022

## SUMMARY OF POSITION

This is an opportunity to manage an exciting project partnership between the Culture Heritage and Arts Assembly, Argyll and Isles (CHARTS), Auchindrain Historic Township, Dunollie Museum Castle & Grounds, The Argyll Papers and The Argyll Collection, supported by Developing Young Workforce (DYW). This partnership project known as Argyll Aspires is funded by the National Lottery Heritage Fund and supported by a range of assessment providers, including Museums Galleries Scotland.

Argyll Aspires is an ambitious partnership project which will create one Cultural Venue Operations modern apprenticeship at Auchindrain, one Museums & Galleries Practice modern apprenticeship at Dunollie, one archival traineeship at The Argyll Papers, one school pupil co-curated exhibition, and extended work experience placements in heritage organisations for secondary school pupils through the region. Designed for young people throughout Argyll & Bute, the opportunities will provide accessible and accredited pathways into the heritage sector, and the chance to develop new skills and a lifelong interest in heritage and culture.

The Argyll Aspires Project Manager will be responsible for the successful management and delivery of the project. This will include to work closely with project partners to ensure successful recruitment and delivery of the apprentice and trainee opportunities; the co-curation of a public exhibition from The Argyll Collection with school pupils from Rothesay Academy; and the development of extended work experience placements at heritage organisations across the region for secondary school pupils.

The role will include regular report to the CHARTS Director and collaboration with Argyll Aspires partners and the CHARTS staff team as appropriate, to maximise project benefits. This role will also include close working with other Argyll and Bute heritage stakeholders and providing updates to a strategic working group for the consideration of legacy development from the outset of Argyll Aspires.

You will bring a wealth of project management skills, knowledge of the heritage sector, as well youth engagement and curation/exhibition development experience. Effective communication skills are essential as well as good administration and organisational skills. Candidates will benefit from strong interpersonal skills, attention to detail, the ability to take initiative and to work as part of a committed team.

#### **OVERVIEW OF RESPONSIBILITIES**

- Manage the successful delivery of Argyll Aspires in partnership with project partners and other key stakeholders
- Assist to recruit one Cultural Venue Operations modern apprenticeship at Auchindrain Historic Township
- Assist to recruit one Museums & Galleries Practice modern apprenticeship at Dunollie Museum Castle & Gardens in partnership with Museums Galleries Scotland
- Assist to recruit one Archival Traineeship at The Argyll Papers, Inveraray Castle
- Work in partnership with Auchindrain Historic Township to mentor and support one Cultural Venue Operations modern apprenticeship
- Work in partnership with Auchindrain Historic Township and assessment provider to support the assessment of one Cultural Venue Operations modern apprenticeship
- Work in partnership with Dunollie Museum Castle & Grounds to mentor and support one Cultural Venue Operations modern apprenticeship

- Work in partnership with Dunollie Museum Castle & Grounds and Museums Galleries Scotland to support the assessment of one Museums & Galleries Practice modern apprenticeship
- Work in partnership with The Argyll Papers to mentor and support one Archival Traineeship
- Work in partnership with The Argyll Papers to support one Archival trainee in their Archives & Records Management distance learning modules at The University of Dundee
- Work in partnership with The Argyll Collection and Rothesay Academy to co-curate a public exhibition
- Work with Developing Young Workforce to develop and create extended work experience placements in partnership with heritage organisations across the region
- Develop opportunities for apprenticeship peer-to-peer support, digitally and in person as appropriate

The above-mentioned tasks and responsibilities constitute an overview and not an exhaustive list. Workload and priorities will be determined by project development.

## **RELATIONSHIPS**

- Build and nurture effective working relationships
- Use remote working tools to collaborate with colleagues
- Proactive attitude to develop and manage all project outcomes
- Build and nurture effective mentoring relationships with all young people involved in the project
- Collaborate with partners and other staff to manage and deliver the Argyll Aspires Project
- Work fairly and with integrity and adapt style to different people, cultures and situations

## **WORK LOCATION**

This work will be mostly based at home but will also require visits to Rothesay Academy (Isle of Bute) plus other occasional visits to project sites and events across Argyll and Isles, Covid-19 public health advice permitting. Travel and subsistence budget will be provided.

## **TO APPLY**

### **5. How to Apply - *Please also see Person Specification below***

To apply for this role please forward an application by **10am, Monday 4th July, 2022**, to [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)

Your application should include, a CV and cover letter stating why you are interested in this role, with information/links about relevant career experience (no more than 2 pages)

Please note:

- We regret that no applications will be considered after the closing date
- Interviews will be held online on Tuesday 12th July, 2022
- Any invitation to interview will be confirmed by Thursday 7th July

## **OTHER INFORMATION**

About CHARTS: <https://www.chartsargyllandisles.org>

CHARTS Facebook: <https://www.facebook.com/CHARTSArgyllandIsles/>

About Dunollie: <https://www.dunollie.org/>

About Auchindrain: <https://www.auchindrain.org.uk/>

About The Argyll Papers: <https://www.friendsoftheargyllpapers.org.uk/>

About The Argyll Collection: <https://www.argyll-bute.gov.uk/argyllcollection/home>

About Developing Young Workforce: <https://www.dyw.scot/argyll--bute.html>

About the Argyll and Bute Museums and Heritage Forum (ABMHF):  
<http://www.argyllheritage.org.uk/>

About recent heritage partnership between CHARTS & ABMHF - [Heritage Horizons \(2021-2022\)](#)

About Modern Apprenticeships: <https://www.apprenticeships.scot/browse-frameworks/modern-apprenticeships/creative-and-cultural/individual-creative-and-cultural/>

**For any additional information, please do not hesitate to contact [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)**

**PERSON SPECIFICATION - PROJECT MANAGER**  
**ARGYLL ASPIRES**

**EDUCATION**

Desirable

- Graduate or postgraduate qualification in either museums, heritage or other culture

**EXPERIENCE AND SKILLS**

**Essential:**

- Knowledge of Argyll & Bute
- Demonstrable project management experience
- Experience working within a museum, archive, gallery, or similar cultural venue
- Exhibition curation and development experience
- Demonstrable youth and/or other public engagement experience
- Ability to develop and manage partnerships
- Ability to design and support knowledge-share / project dissemination
- Strong interpersonal skills
- Strong communication skills including excellent verbal communication
- Pro-active attitude to learning and development
- Critical thinking and problem solving
- Self-motivated, conscientious, positive attitude and self confidence
- Ability to set and work to deadlines
- Organisational/administrative skills, attention to detail
- Experience of using Microsoft Office and a variety of digital tools and systems, including virtual meeting platforms, and/or willingness to learn
- PVG check

**Preferred but not essential:**

- Knowledge of modern apprentice or similar on-the-job learning programmes
- Understanding and/or knowledge of heritage venues or/and projects in Argyll and Bute
- Basic heritage object condition checking skills and understanding of the values of heritage conservation

**HOW YOU WORK**

How people go about their work day-to-day is also important to us. Staff must demonstrate the following skills areas at an appropriate level:

- Works well both independently and collaboratively with team

- Communicates with impact
- Respects inclusion and works with integrity
- Drives for results
- Shows imagination and creativity

In particular this role requires someone who can lead and work well in a team, develops and manages effective relationships, conveys energy and enthusiasm about their work, plans work effectively, and uses initiative and problem-solving skills to drive successful outcomes.