

# Ullapool Museum

7 & 8 West Argyle Street  
Ullapool, Ross-shire IV26 2XT



## Outreach and Development Manager

**Ullapool Museum is seeking to appoint a passionate, enthusiastic team player to help develop and be responsible for the delivery of a 3-year engagement programme to ensure our long-term sustainability**

## JOB DESCRIPTION

**Job Title:** Outreach and Development Manager

**Reporting to:** UMT Board representative

**Job Purpose:** To work to ensure the long-term sustainability of Ullapool Museum in line with our Strategic Plan through a programme of active engagement with our volunteers and our communities, both local and further afield, identifying and mapping the museum's importance to Lochbroom and the Highlands. To monitor and lead on routine in-house activities to the same ends

**Key performance indicators** of this will be increased footfall, donations, fundraising from a variety of sources – local, corporate, statutory and trusts - membership and web/social media engagement.

**Working hours/remuneration:** The post holder will be expected to work substantial part-time hours ideally over Monday to Friday in the open season (April to October) and over 3 /4 days a week in the closed season. **NB** some flexibility including some working from home can be considered and discussed – please contact the chair of board of trustees to discuss [catriona.martin@btinternet.com](mailto:catriona.martin@btinternet.com)  
Annual FTE: c£21000

### MAIN DUTIES & RESPONSIBILITIES

#### 1 Outreach

- Act as an energetic advocate for the museum by being involved with diverse local groups and organisations, at the centre of the community
- Develop a programme of outreach activities particularly with young people, the housebound, those with dementia, recent residents with little local history or language and other people not currently engaged with the museum
- Apply and develop effective approaches to enhance our profile and communications with the diaspora and the interested wider world
- Organise a year round programme of events in the museum including film shows, talks, workshops
- Assist the board and volunteers with Marketing and PR including improving use of the museum website and online sources

#### 2 Development

- Ensure effective communications are maintained with staff, volunteers and the board
- With the board Volunteer Liaison, work to develop our team of in-house volunteers through a programme of effective training, support and communications
- With the board Volunteer Liaison, ensure that the wider team of volunteers are supported and used effectively as museum ambassadors
- Create an effective programme to ensure that staff and volunteers are offered opportunities to contribute to planning and development activities

### **Management Functions**

- Act as line manager for museum administrator and assistant
- Attend board meetings approximately 4 times a year and meet with line manager or other board members at least monthly for mutual updates
- Work closely with the board of trustees and curatorial advisor to help deliver our strategic and operational plans

### **4. Special Factors**

- Investigate and seek funding opportunities
- Any other duties necessary to the accomplishment of the project
- The nature of the work may involve the post-holder carrying out work outside of normal working hours
- From time to time the post-holder may be required to attend training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of Ullapool Museum

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Education, Qualifications and Training	Qualified to higher, A level standard	Degree or Museums Diploma or equivalent	Application letter/CV Certificates
Experience	Working with volunteers  Working with local interest and community groups	Working in a cross-generational field  Staff / volunteer management  Experience of databases and website content development	Application letter/CV  Interview
Skills, knowledge, competencies	Liaison with media (press, radio, TV, social media)  Excellent ICT skills and ability to use Word packages  Excellent verbal and written communication skills  Ability to work in a changing and flexible organisation  Proven time management and organisational skills  Awareness of the social/cultural history of NW Highlands	A strategic role in a defined project  History of parish of Lochbroom	Application letter/CV  Interview
<b>Motivation</b>	Committed to aims and objectives of Ullapool Museum		Interview
<b>General circumstances</b>	Full valid driving licence	Access to own method of transport	Interview