

# Vital Voters Project Manager

## Job Purpose

To lead and manage the People's History Museum's (PHM) Vital Voters project working in partnership with the UK Parliament Education and Engagement Team, Nesta's Amplified programme, schools, project partners, universities and a digital agency to create a new learning programme and engage over 30,000 young people with historical and contemporary democracy by the end of 2022.

The Vital Voters project is integral to the museum's vision of the being the 'go to place' for democratic engagement and the home of ideas worth fighting for. Working with PHM's Learning Team this role will ensure that PHM is a physical and virtual 'democracy hub' playing a vital role in inspiring young people to engage with democratic processes and be active citizens.

<b>Responsible to:</b>	Head of Collections & Engagement
<b>Responsible for:</b>	Volunteers and freelancers
<b>Contract:</b>	Fixed term contract (until March 2022 with possibility of extension)
<b>Salary:</b>	£25,801 (pro rata) Manager Grade SCP 21
<b>Hours of work:</b>	21 hours per week. Flexible

This job description defines the roles and responsibilities of the Vital Voters Project Manager, mapping the key objectives of the Vital Voters project in relation to the museum's Business Plan. It complements more detailed tasks and priorities developed as part of regular work planning and annual performance reviews.

## Key Areas of Responsibility

### Programming and Curatorial focus

To support the management and development of the museum's services and collections and the programme-led approach to exhibitions, events, learning and engagement through:

- Taking responsibility for managing the Vital Voters project, ensuring that the output is ambitious and flexible and complements the programme-led approach
- Contributing to building strategic partnerships across Britain to support the Vital Voters programme and the museum's existing Learning Programme
- Integrating the Vital Voters programme with the museum's existing Learning Programme and provision for children and young people; exploring opportunities for the project to help develop and support existing provision
- Working with the museum's Collections Team to ensure the project makes effective use of the museum's object and archive collections for historic content and context
- Working closely with PHM's Programme Team to develop PHM's learning activities to meet the museum's Business Plan objectives

### Engagement

To support the museum's commitment to public engagement and to providing the widest audience access to its collections, exhibitions and learning opportunities through:

- Ensuring the Vital Voters project achieves agreed engagement targets in both the development and delivery phase
- Embedding and implementing the PHM Audience Engagement Plan in all aspects of the Vital Voters project, particularly engaging young people
- Embedding and implementing PHM's Digital Policy & Plan in all aspects of the Vital Voters project, particularly testing new approaches to digital engagement

- Working with PHM's Programme Manager to develop legacy planning for the Vital Voters project and ensuing participants continue their relationship with the museum
- Delivering guided tours of the galleries as required

### **Profile and Advocacy**

To raise the profile of the museum services, collections and the programme-led approach through:

- Developing strong national partnerships from the beginning of the project including advocacy within the House of Commons, House of Lords, local government and relevant education networks
- Collaborating closely with PHM's Communications & Marketing Manager and external PR agency to plan and manage communications, marketing, and PR campaigns for the Vital Voters programme and wider PHM Learning Programme
- Promoting the museum and the Vital Voters programme as a spokesperson at local and national events; maintaining links with relevant external organisations, attending meetings and conferences, delivering talks and presentations
- Keeping up to date with developments in the museum, heritage and education sectors and ensuring the museum embraces best practice in response to locally and nationally recognised initiatives

### **Resilience**

To support the highest standards of presentation, management and security for the collections by:

- Taking responsibility for the Vital Voters budget to maximise the use of project resources
- Working with the Collections Officer to digitise collections and increase digital engagement with them through the project
- Managing and delivering the Vital Voters project, including monitoring and reporting for funders as required
- Recruiting an academic partner and working with them to define an evaluation methodology, ensuring that long term impact is investigated and measured
- Working with PHM's Head of Business Development to develop a business plan for the project, ensuring that the programme is sustainable beyond the four years of funding from the UK Parliament Education and Engagement Team

### **Governance**

- To be aware of the role of PHM's Board of Trustees, reporting on all aspects of the Vital Voters project and its impact

### **Organisational Change**

To support the development of a flexible and empowered organisation in which the contribution of staff and volunteers is maximised, and all staff are engaged with the vision for a programme-led approach, through:

- Championing the Vital Voters project to enhance PHM's approach to co-creation and digital engagement
- Keeping abreast of new technology in particular computerised systems and being prepared to undertake agreed training
- Contributing to all data systems as appropriate, including PHM's CRM system; performing all tasks in compliance with General Data Protection Regulations (GDPR)

### **General**

- To complete other duties as required by the line manager or head of department that are commensurate with the grade
- To perform all tasks in line with the museum's policies, including Equal Opportunities, Environmental and Health and Safety

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## Person Specification

<b>Abilities and Experience</b>	<b>Application</b>	<b>Interview</b>
Ability and experience managing complex projects with numerous partners and stakeholders	X	X
Knowledge of digital developments in the cultural sector and a passion for using digital technology to engage young people	X	X
Experience of working with education providers including schools	X	X
Experience of co-creation	X	X
Strong IT and digital skills	X	
Experience of budget managing and reporting to funders	X	X
Experience of evaluation	X	X
Excellent verbal and written communication skills, including the ability to write reports and to communicate with, and influence, a wide range of stakeholders	X	X
Excellent organisation skills and attention to detail	X	
Awareness of the importance and application of GDPR	X	
<b>Attainments</b>		
At least two years' experience managing complex projects	X	X
At least one year's experience of working with education providers	X	X
Educated to degree level	X	

## Conditions

- Weekly hours to be discussed at interview, but will be worked on a flexitime system
- Time off in lieu will be given for occasional evening and weekend work
- 24 days annual leave, plus bank holidays (pro rata)
- We offer all staff membership of the Greater Manchester Pension Fund

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within our organisation, we would particularly welcome applications from BAME and disabled applicants. All appointments will be made on merit.

This role requires the post holder to work with children young people. The post is subject to an Enhanced Disclosure application to the Disclosure and Barring Service.